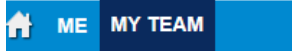

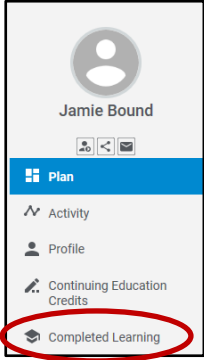
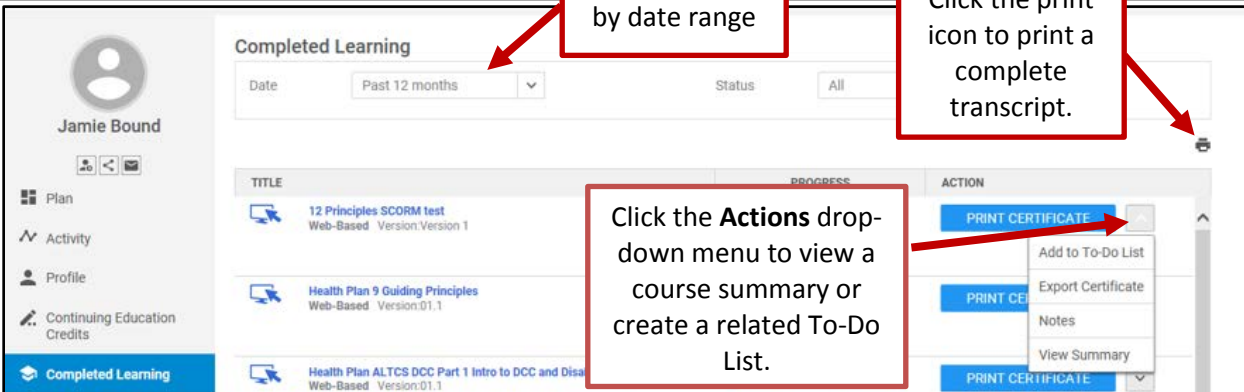


Accessing a Team Member's Transcript

Process Flow As a Team Leader, you can view and print your team member's transcript.

1. Navigate to the Team Overview page
2. Access and print completed learning

| Step | Action |
|--|---|
| 1. Navigate to the Team Overview Page | <ul style="list-style-type: none"> Click the My Team tab. The Team Overview page displays.  |
| 2. Access and print completed learning | <ul style="list-style-type: none"> Click the Employee's name link. The Employee's plan window launches.  Click the Completed Learning link located on the left hand side.  |



You can filter by date range (Annotation pointing to the 'Date' dropdown menu set to 'Past 12 months')

Click the print icon to print a complete transcript. (Annotation pointing to the printer icon in the top right corner)

Click the **Actions drop-down menu to view a course summary or create a related To-Do List.** (Annotation pointing to the 'PRINT CERTIFICATE' dropdown menu for a course)