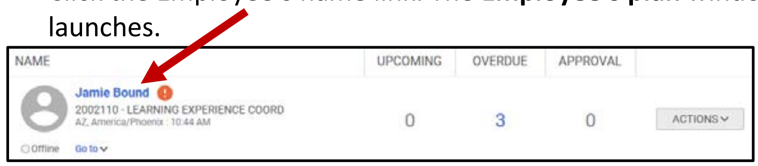
Accessing a Team Member's Transcript

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	• Click the **My Team** tab. The Team Overview page displays. 
2. Access and print completed learning	• Click the Employee's name link. The **Employee's plan** window launches.  • Click the Completed Learning link located on the left hand side.