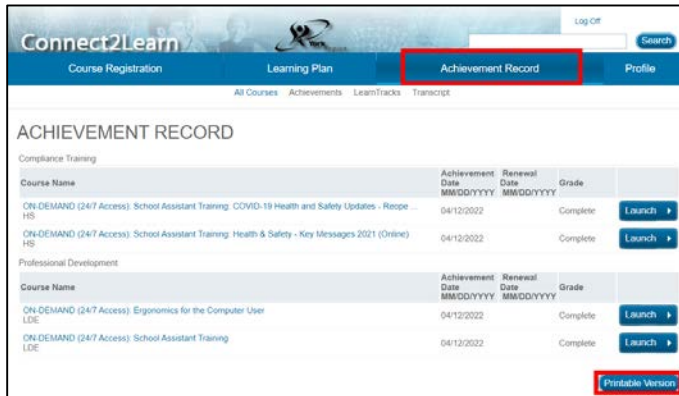


## Accessing Achievement Record & Training Transcript

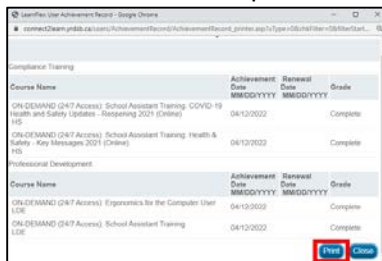
This Quick Reference Guide provides instructions for accessing, saving and printing your achievement record and training transcript.

### Accessing, Saving and Printing Achievement Record

1. Access **Achievement Record** tab. This screen only lists the training you have completed. You can print or save the list by clicking on the **Printable Version** button.



2. A new window will open. Click **Print** button.

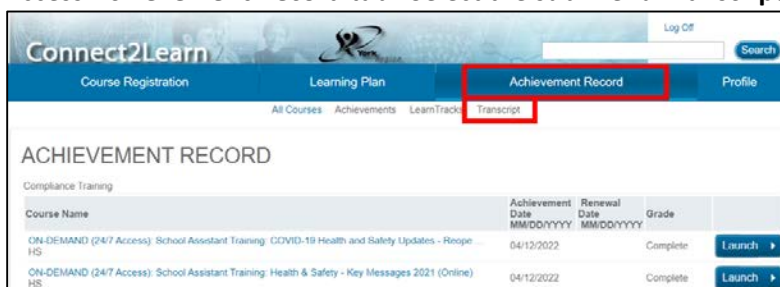


3. The printer settings window will open. Have the printer selected that you wish to print the document, or alternatively, you can save it as a PDF document, selecting Save as PDF instead of printing.



### Accessing, Saving and Printing Training Transcript

1. Access **Achievement Record** tab. Select the sub-menu **Transcript**.



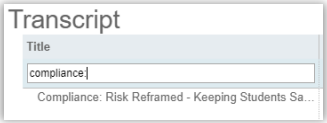
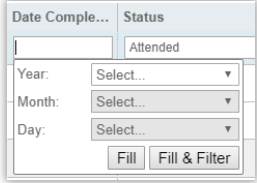
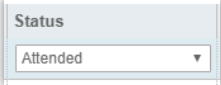
- The transcript displays all training, with course statuses such as Attended, Approved, In Progress, Waiting. Select **Export All Pages to PDF** to save the whole transcript as a PDF document. Once saved, you can access it for printing.

Title	Type	Iteration	Registration ...	Date Comple...	Status	Grade
ON-DEMAND (24/7 Access): Ergonomics for the C...	Course	1	04/12/2022	04/12/2022	Attended	Complete
ON-DEMAND (24/7 Access): School Assistant Trai...	Course	1	04/12/2022	04/12/2022	Attended	Complete
ON-DEMAND (24/7 Access): School Assistant Trai...	Course	1	04/12/2022	04/12/2022	Attended	Complete
ON-DEMAND (24/7 Access): School Assistant Trai...	Course	1	04/12/2022	04/12/2022	Attended	Complete
ON-DEMAND (24/7 Access): School Assistant Trai...	Course	1	04/12/2022		Approved	
ON-DEMAND (24/7 Access): School Assistant Trai...	Course	1	04/12/2022		Approved	

Page 1 of 1

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**NOTE:** You can sort / filter your transcript the following ways:

<p><b>Search / Filter by course Title</b> (does not have to be full title):</p>  <p>Transcript</p> <p>Title</p> <p>compliance</p> <p>Compliance: Risk Reframed - Keeping Students Sa...</p>	<p><b>Filter by Date Completion:</b></p>  <p>Date Comple... Status</p> <p>Attended</p> <p>Year: Select...</p> <p>Month: Select...</p> <p>Day: Select...</p> <p>Fill Fill &amp; Filter</p>	<p><b>Filter by Status</b>, choosing "Attended" to see only a listing of completed courses:</p>  <p>Status</p> <p>Attended</p>
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