## Viewing Your Training Transcript in CSU Learn

Complete training through Firefox, or Edge/Safari (in order of preference). Internet Explorer is NOT compatible.

1. Once you log into the CSU Learn homepage, click on the "Transcript" button:



2. The Transcript button will take you directly to your training record, which provides a history of all courses completed in CSU Learn <u>and</u> Skillport. To see all of your completed training, change the year or date range to "ALL." A list of your courses, with completion certificates, will appear below.

TRAINING TRANSCRIPT								PRIN	PRINT EXPORT TO PDF		
Sele Al	t a year or date range to filter complet	ed training records.									
JOI	IN DOE										
E-mail: email@csustan.edu						User number: 00000000001					
Manager: Manager's Name						Primary job:					
Prim Stani	ary organization: slaus										
ACT	VITIES										
Ŷ	Activity	Code	Estimated Credit Hours	Start Date	Completion Date 🗸	Expiration Date	Score	Signature Status	Instructor or Administrator Signature Date	Manager Signature Date	Learner Signature Date
	Course: Workplace Violence Prevention- Online	_scorm12_spcentralsta_csuf_ehs0097a		4/16/2018	4/16/2018		100				
	Course: Data Security & Privacy	_aicc_spcentralsta_informationsecurity		4/11/2018	4/11/2018		100				
	Skillsoft Course: Defensive Driving Fundamentals	esh_sah_b21_sh_enus		10/31/2017	10/31/2017		100				
	Course: CSU: Preventing Discrimination and Harassment for Non-Supervisors	_aicc_spcentralsta_csu_lr_dhr		10/20/2017	10/20/2017		100				