View Your Transcript on the HUB

All classes, events, materials, and other training that has been requested by a HUB user or that has been assigned to a user by their supervisor are located in the user's transcript.

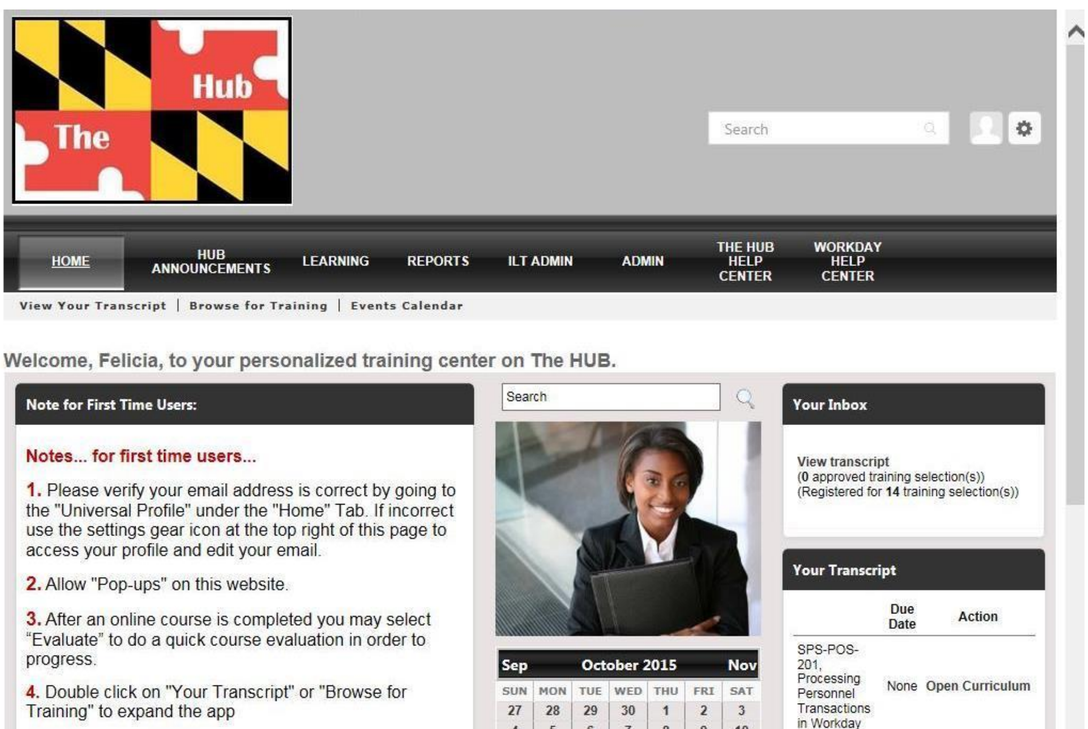
Access your transcript to:

- View a list of training that you have requested or that has been assigned to you by your supervisor.
- View actions you need to take (e.g., register, evaluate, launch, start an online course).
- View a list of classes you have already taken.
- Print and export a copy of your transcript**.**

This procedure describes how to access and manage training in your transcript.

Procedure:

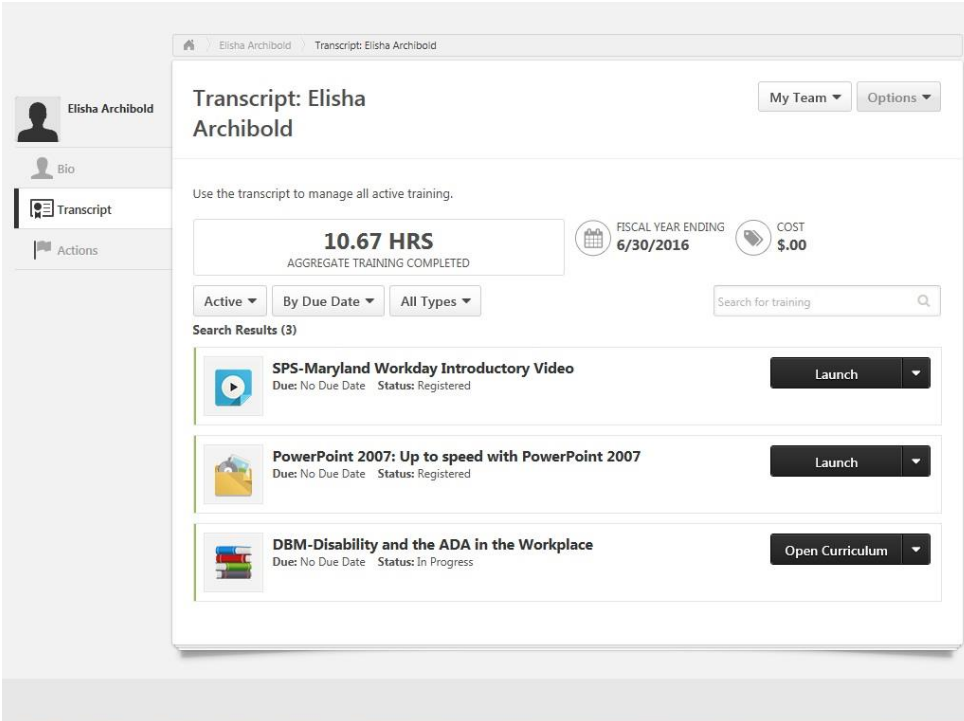
The HUB Home Page



1. On the Home page, hover over the Learning **LEARNING** tab.
2. Then, click View Your Transcript **View Your Transcript** hyperlink to access your transcript.

Tip: You can also access your transcript from the HUB Home page.

Transcript



3. Use the following options to view and manage training in your transcript:

Option		Description
Training Category Filter	Active	Filter the training in your transcript based on whether the training in the transcript is active, completed, archived, or removed from the transcript.
Transcript Sort Filter	By Due Date	Choose the order in which transcript items are displayed on the page.
Training Type Filter	All Types	Filter the items within the transcript by a specific training type, such as online classes, classes/events, etc. The default view shows all types.
Transcription Options	Options	Use the **Option** button to select the following options: • **Print Transcript:** View an HTML printable version of the transcript. **Note:** The items printed depend on the training category selected. • **Export to PDF:** Print the current view of the transcript page to PDF. • **Run Transcript Report:** Run report to display status and progress information for training on the transcript. • **Add External Training (if available):** Add training that you have completed that is <u>not</u> available in the HUB.
My Team	: My Team	Allows managers to quickly navigate between the transcripts of their direct reports.
Training Action	Launch	Click the button to perform the action displayed on the button or use the drop-down arrow to select from a list of available options (e.g., view training details, select a session, launch, mark complete, evaluate, etc.).

4. The System Task is complete.