

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.

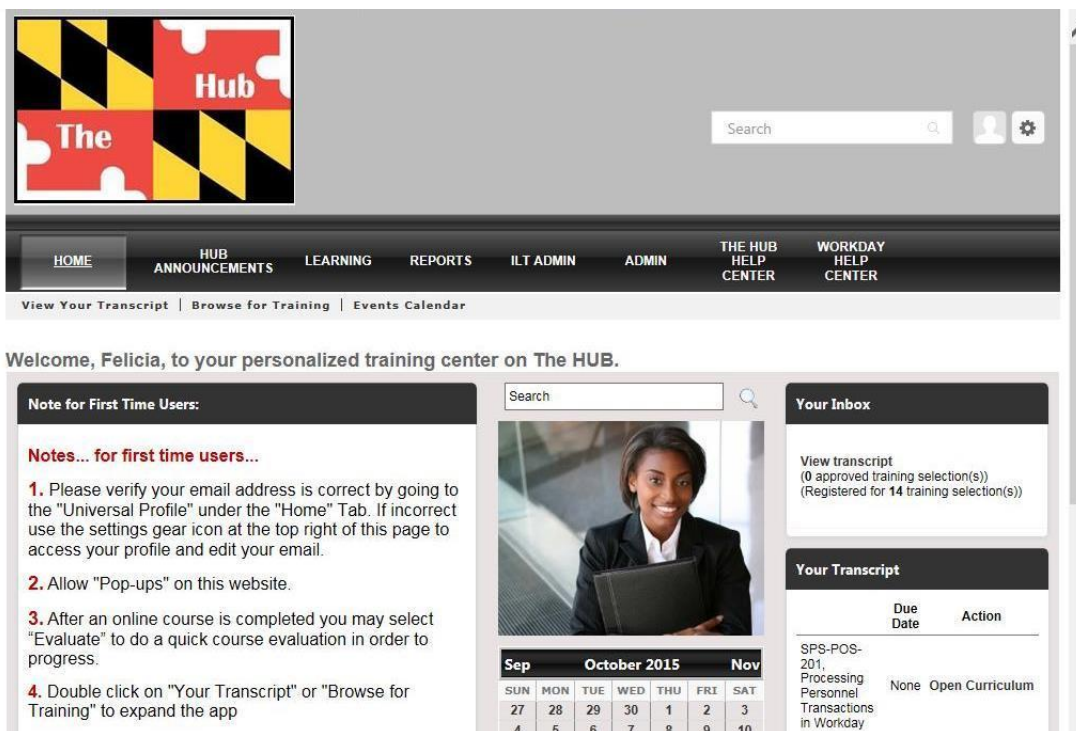
Access your transcript to:

- 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



Welcome, Felicia, to your personalized training center on The HUB.

Note for First Time Users:

Notes... for first time users...

1. Please verify your email address is correct by going to the "Universal Profile" under the "Home" Tab. If incorrect use the settings gear icon at the top right of this page to access your profile and edit your email.
2. Allow "Pop-ups" on this website.
3. After an online course is completed you may select "Evaluate" to do a quick course evaluation in order to progress.
4. Double click on "Your Transcript" or "Browse for Training" to expand the app

Your Inbox

View transcript
 (0 approved training selection(s))
 (Registered for 14 training selection(s))

Your Transcript

	Due Date	Action
SPS-POS-201, Processing Personnel Transactions in Workday	None	Open Curriculum

Calendar: Sep, October 2015, Nov

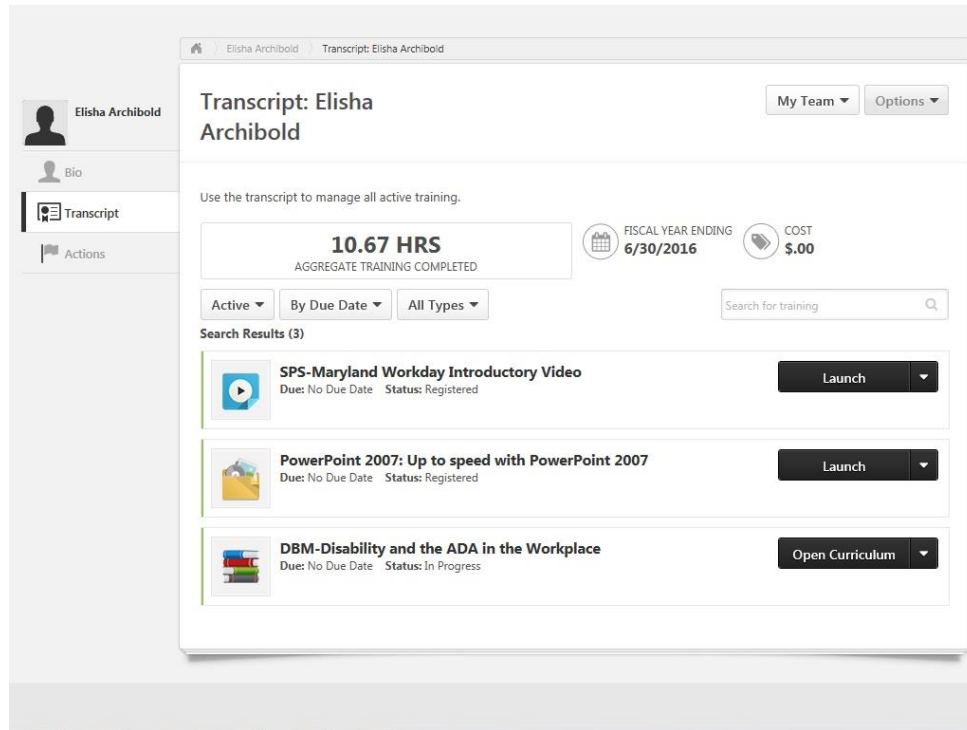
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10

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.




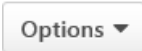
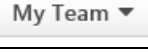



Tip: You can also access your transcript from the HUB Home page.

Transcript



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

Option	Description
Training Category Filter 	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 	Choose the order in which transcript items are displayed on the page.
Training Type Filter 	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 	Use the Option button to select the following options: <ul style="list-style-type: none"> • 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 	Allows managers to quickly navigate between the transcripts of their direct reports.
Training Action 	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.