How to print a Learner Transcript

Click on the Transcript button on the "My Transcript" section on the home page.

After clicking on the "Transcript" button, you are directed to the page below.

You have the ability to access all or some records from your transcript by year or by defining select dates.

Click on the drop down menu with "Date Range" as the first option shown to access information from your transcript.

TRAINING TRANSCRIPT

PRINT   EXPORT TO PDF

Select a year or date range to filter completed training records.

Date Range ▼

Start Date	End Date	
9/20/2019 02:52pm	9/20/2020 02:52pm	**REFRESH**

IMELDA R ANG

List of completed activities from 9/20/2019 to 9/20/2020

Username:
00291164

Primary domain:
Department of Labor & Industries (L&I)

Manager:
Kelly LYN Hillman

E-mail:
angi235@LNI.WA.GOV

Primary organization:
L&I HUMAN RES ILD

SELF-REPORTED TRAINING

Activity	Completion Date	Estimated Credit Hours	Score
External Vendor Training (self-reported): Test Conference	8/14/2020		

Clicking on the "Date Range" drop down menu will expand the list.

The first entry is "All" followed by every year you have recorded training from trainings you have received from the department, trainings from DES and Outside Vendor Training.

The earliest year that will be available to you would be the first year of your recorded training.

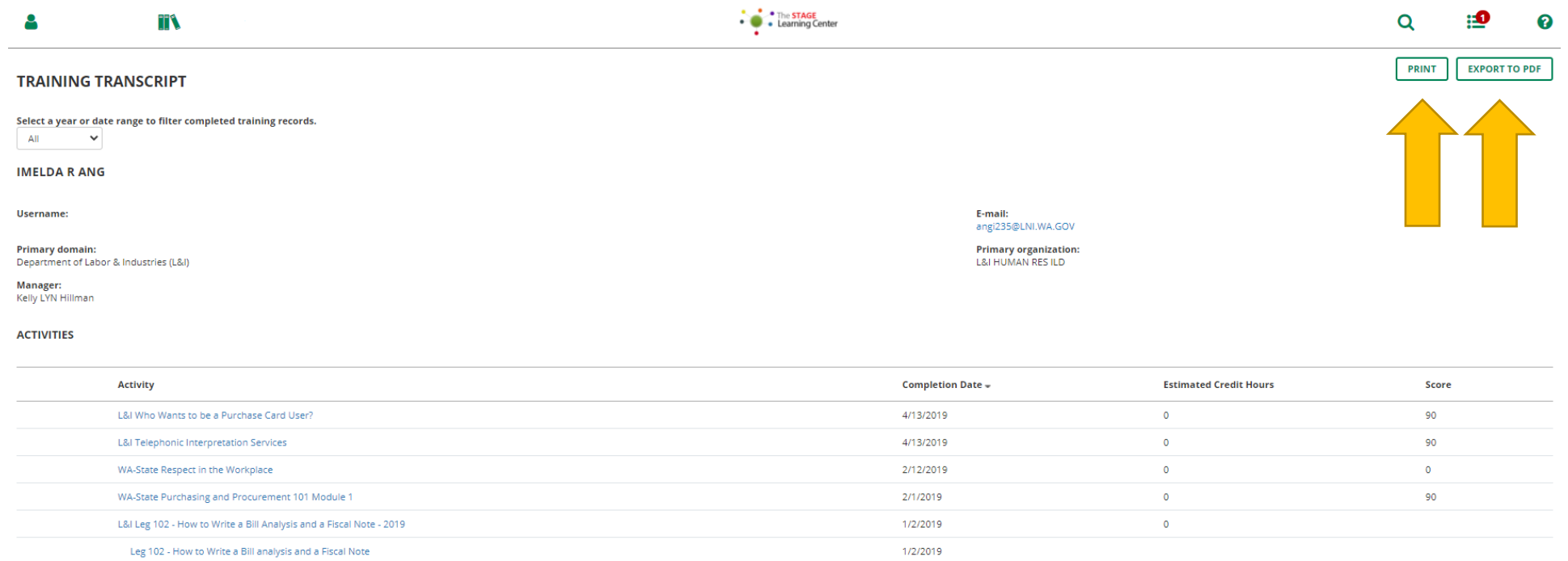**Click "All"** from the drop down list.

You will immediately see your screen refresh itself. Your most current training records will be on display.

Click on the "Print" button to get a printed copy. You have to choose a printer. The default setting is "Microsoft Print to PDF."

OR

Click on the "Export to PDF" button to get an electronic copy of your transcript. Using this option allows you to download a copy of the file in a PDF format.

TRAINING TRANSCRIPT

PRINT | EXPORT TO PDF

Select a year or date range to filter completed training records.

All ▾

IMELDA R ANG

Username:

E-mail:
angi235@LNI.WA.GOV

Primary domain:
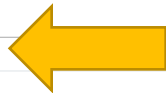Department of Labor & Industries (L&I)

Primary organization:
L&I HUMAN RES ILD

Manager:
Kelly LYN Hillman

ACTIVITIES

Activity	Completion Date ▾	Estimated Credit Hours	Score
L&I Who Wants to be a Purchase Card User?	4/13/2019	0	90
L&I Telephonic Interpretation Services	4/13/2019	0	90
WA-State Respect in the Workplace	2/12/2019	0	0
WA-State Purchasing and Procurement 101 Module 1	2/1/2019	0	90
L&I Leg 102 - How to Write a Bill Analysis and a Fiscal Note - 2019	1/2/2019	0	
Leg 102 - How to Write a Bill analysis and a Fiscal Note	1/2/2019		

TRANSCRIPT ACTIVITY DETAILS

Note: The title of each training activity on your transcript is a hyperlink. Click on each activity title to reveal details of the activity.

The screen below is an example of what details are included in the training record when the title of the activity is selected.

From this page, the only way to get back to your transcript is to select the Learning Center button.

Date Changed	Revisions	Changed By	Revision #
09/20/20	Created	Imelda	1