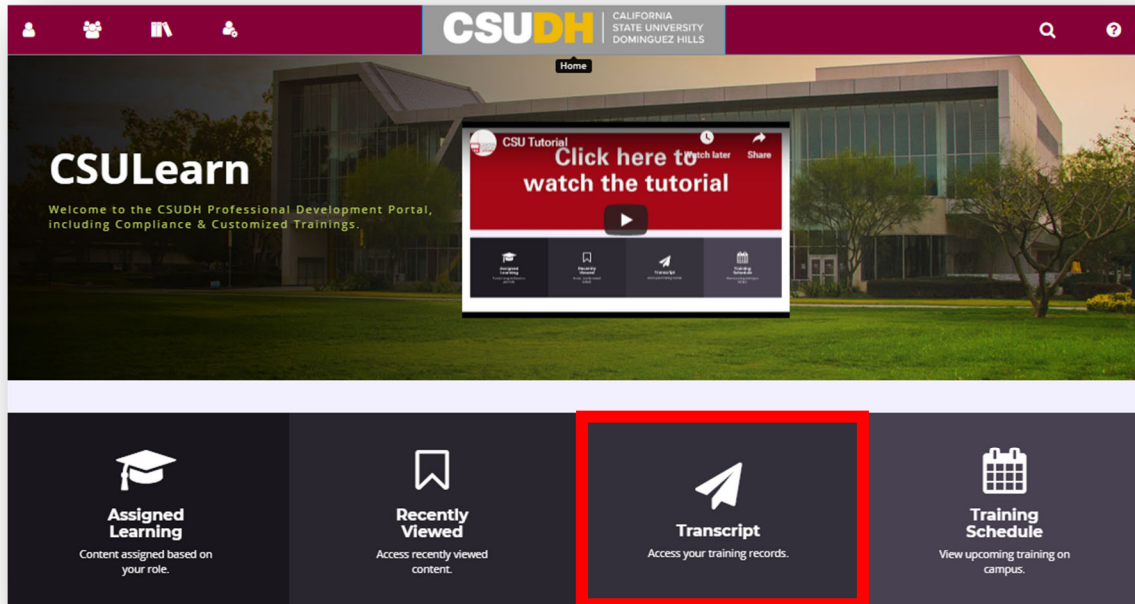


Viewing Your Training Transcript in CSU Learn

To complete training, it is strongly recommended to use the internet browser Chrome, Firefox, or Edge/Safari.

Note: Internet Explorer (IE) 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 and DTS (previous training system).

The screenshot shows the 'TRAINING TRANSCRIPT' page. At the top, there is a navigation bar with the CSUDH logo and search icons. Below the navigation bar is a header area with 'TRAINING TRANSCRIPT' and 'PRINT' and 'EXPORT TO PDF' buttons. Below the header is a filter section with a 'Date Range' dropdown, 'Start Date' and 'End Date' input fields, and a 'REFRESH' button. Below the filter section is a user profile section for 'Teddy the Toro' with fields for 'E-mail', 'Manager', 'Primary domain', and 'Primary organization'. Below the user profile is an 'ACTIVITIES' section with a table of completed training records.

Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Completion Status	Signature Status	Learner Signature Date
Course: CSU's Sexual Misconduct Prevention Program	CSUDH-SCORM-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		
Curriculum: Data Security and FERPA	CSUDH-CURRIC-DSP		5/19/2020	5/21/2020	5/21/2022		Attended		
Curriculum: CSU's Sexual Misconduct Prevention Program (Title IX)	CSUDH-CURRIC-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		

3. Use the Date Range pull-down menu to select either “ALL” to view your entire training history or select a specific year or a date range.

TRAINING TRANSCRIPT

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

Date Range End Date

2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2005
1995
Date Range

activities from 10/2/2018 to 10/2/2019

edu

tion:




or

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

Date Range

Start Date End Date

4. In your Transcript click on any Diploma Icon to view your Certificate of completion for a specific training. A new window will open where you can print your certificate or export it as PDF.

	Course: CSU's Sexual Misconduct Prevention Program	CSUDH-SCORM-SMPS	5/21/2020	5/21/2020	5/21/2021	Attended
	Curriculum: Data Security and FERPA	CSUDH-CURRIC-DSP	5/19/2020	5/21/2020	5/21/2022	Attended
	Curriculum: CSU's Sexual Misconduct Prevention Program (Title IX)	CSUDH-CURRIC-SMPS	5/21/2020	5/21/2020	5/21/2021	Attended

5. To print or export your transcript history, click “Print” or Export to PDF located in the top right corner.

TRAINING TRANSCRIPT

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

Date Range: Start Date: 8/3/2019 12:51pm, End Date: 8/3/2020 12:51pm, REFRESH

Teddy the Toro

List of completed activities from 8/3/2019 to 8/3/2020

E-mail: [Redacted] Manager: [Redacted]
Primary domain: Dominguez Hills Primary job: [Redacted]
Primary organization: Dominguez Hills

ACTIVITIES

Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Completion Status	Signature Status	Learner Signature Date
Course: CSU's Sexual Misconduct Prevention Program	CSUDH-SCORM-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		
Curriculum: Data Security and FERPA	CSUDH-CURRIC-OSP		5/19/2020	5/21/2020	5/21/2022		Attended		
Curriculum: CSU's Sexual Misconduct Prevention Program (Title IX)	CSUDH-CURRIC-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		

PRINT **EXPORT TO PDF**

You may share your certificate of completion with your manager or request it be placed in your Personnel file.

Please consider the environment before printing your transcript or certificate. Whenever possible use Export to PDF to share your transcript in electronic format.