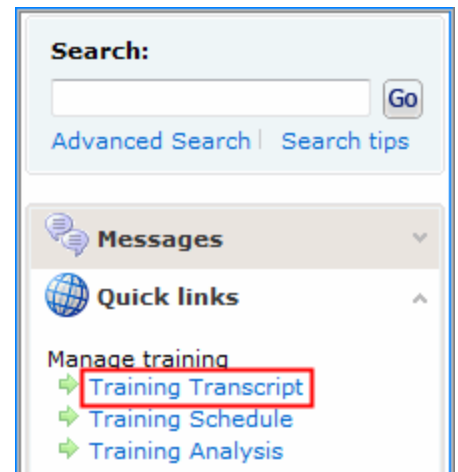
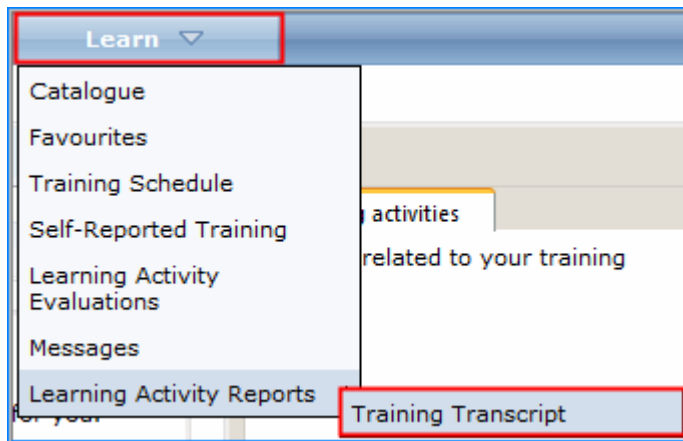


How to view your Training Transcript

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/>

You can access your training transcript by clicking **Learn** on the blue toolbar then **Learning Activity Reports** and **Training Transcript** or by clicking the arrow on the **Quick Links** tab on the left hand side and choosing **Training Transcript**.



All of your completed training will be listed. Use the drop down menu on the left hand side to change the view for a specific year or a date range.

You can export your training transcript to a PDF file by clicking the **Export to PDF** button on the right hand side, and clicking the **File** link.

Training Transcript [Export to PDF](#)

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

All
2011
2010
2009
2008
2007
2000
Date Range

NT account: _____
User number: UHN 505726

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiry Date	Score	Grade	Attended Duration
Online Course: Payroll Consent & Liability Waiver Form DDY Jan13-Feb17 2011		05/01/2011	05/01/2011		100	100	Days: 0, Hours: 0, Minutes: 7, Seconds: 2
Online Course: What's New in Microsoft® Excel Vers1		21/12/2010	21/12/2010				Days: 0, Hours: 0, Minutes: 0, Seconds: 37
Instructor Led Course: Stress Free Healthy Eating with Chef Kyle - TGH		14/12/2010					
Instructor Led Class: Holiday Desserts at TGH		14/12/2010					

If you are using a non-UHN computer please ensure that your pop up blockers are disabled.

