
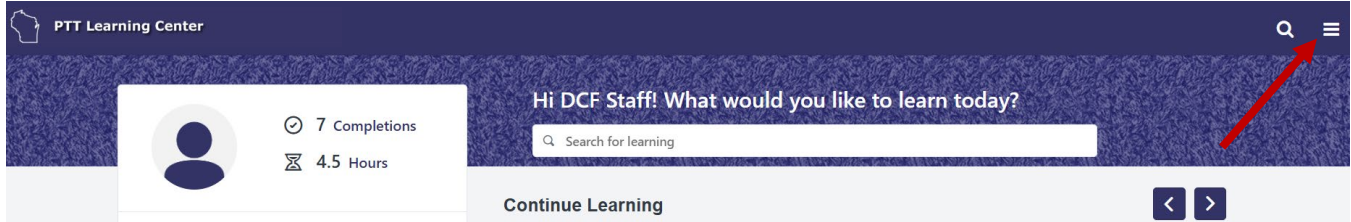
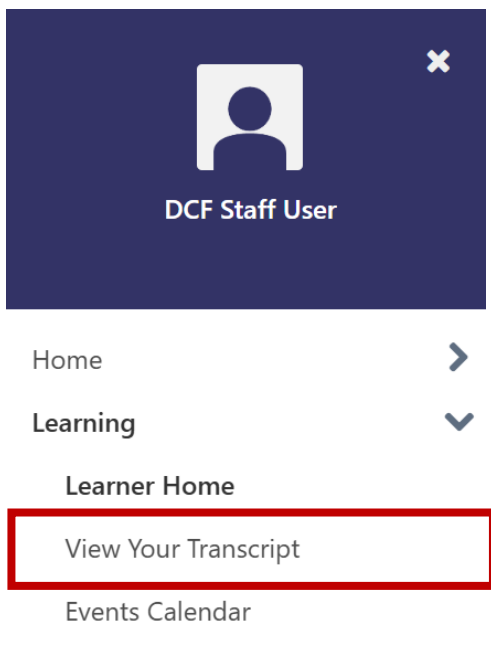


How to View Your Transcript

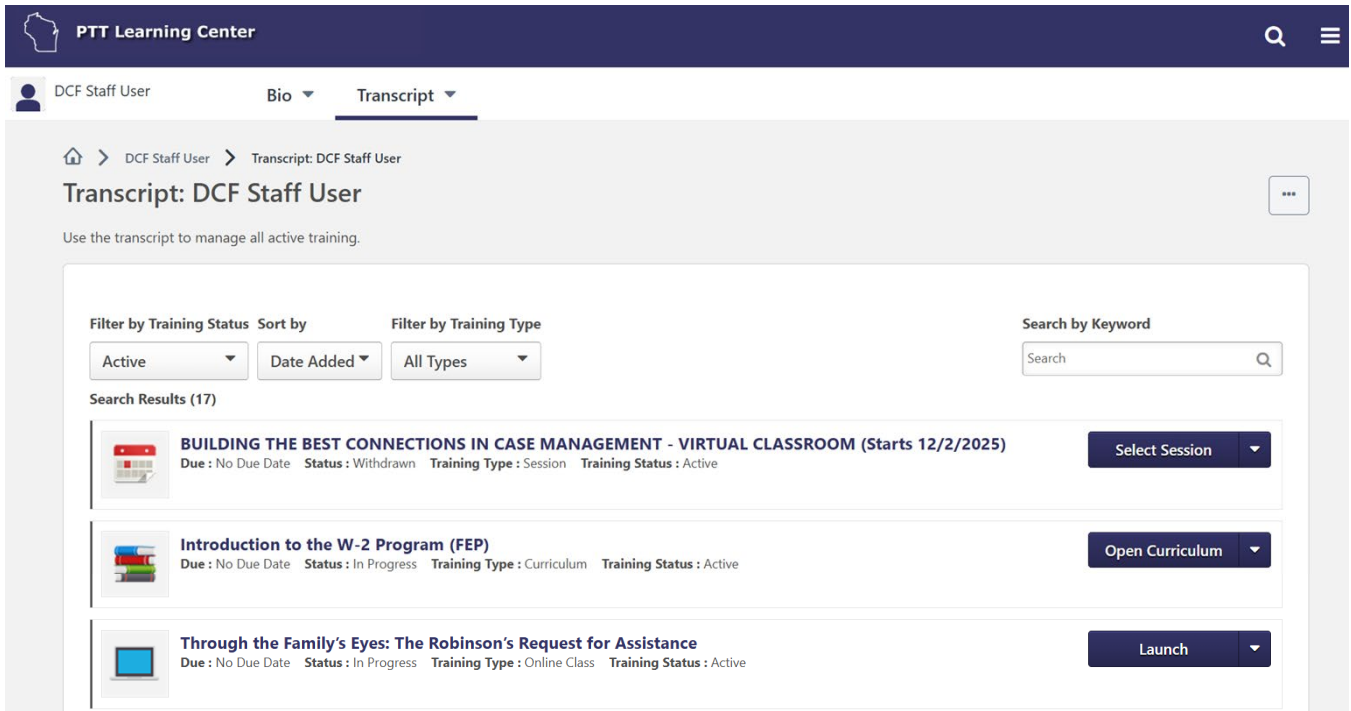
1. Click the  icon to open your menu.



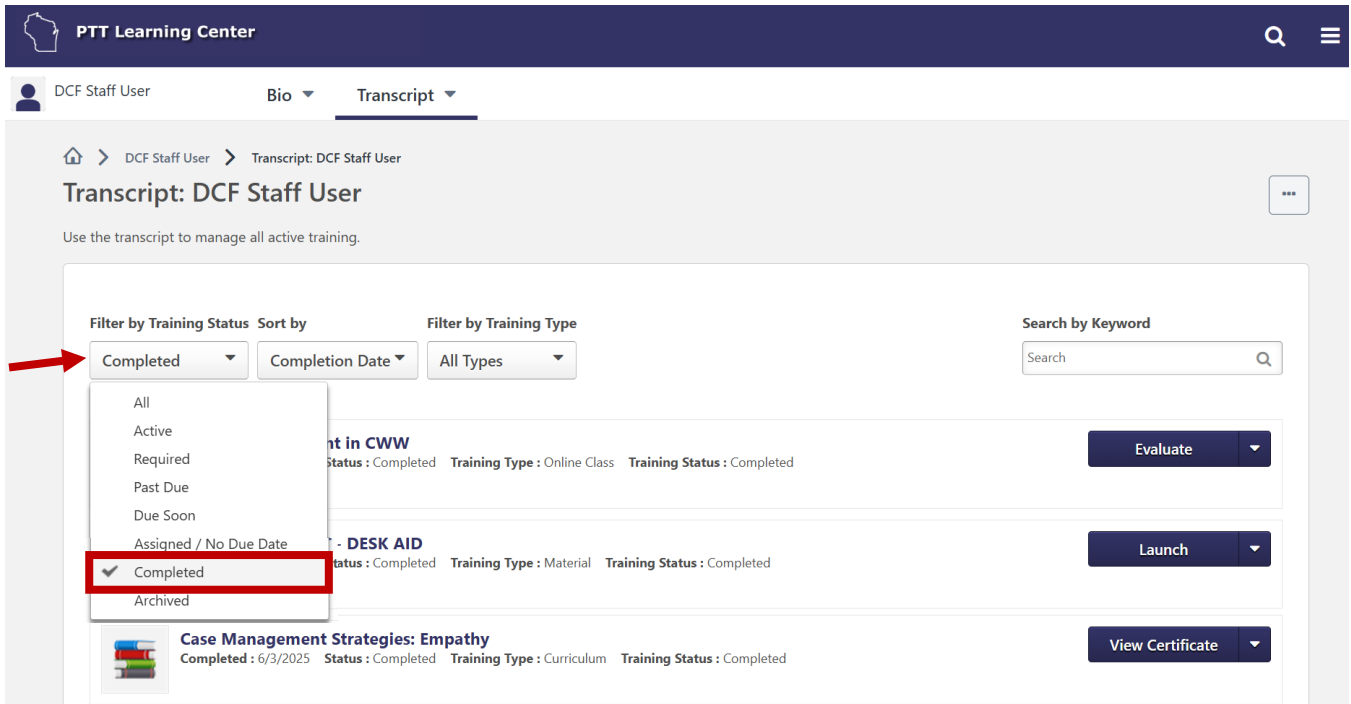
2. Under **Learning**, select View Your Transcript.



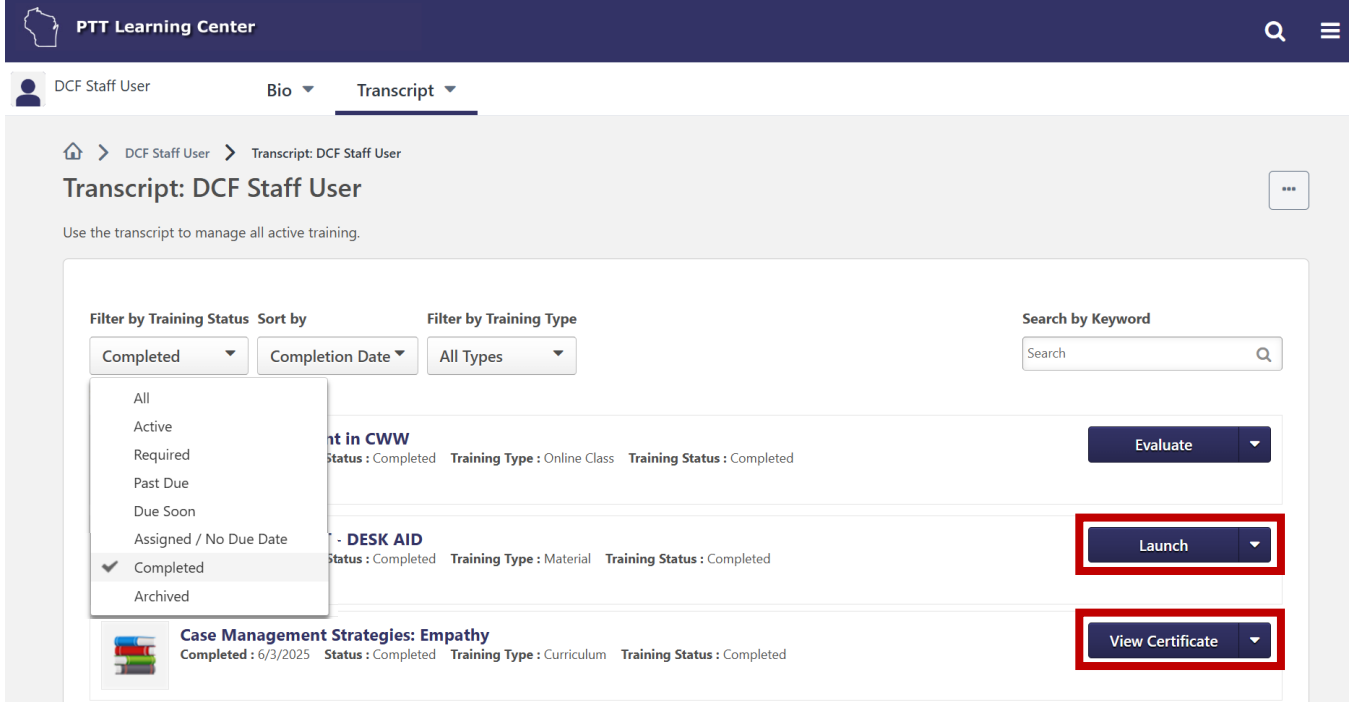
3. The **Transcript** page shows your current Active trainings by default.



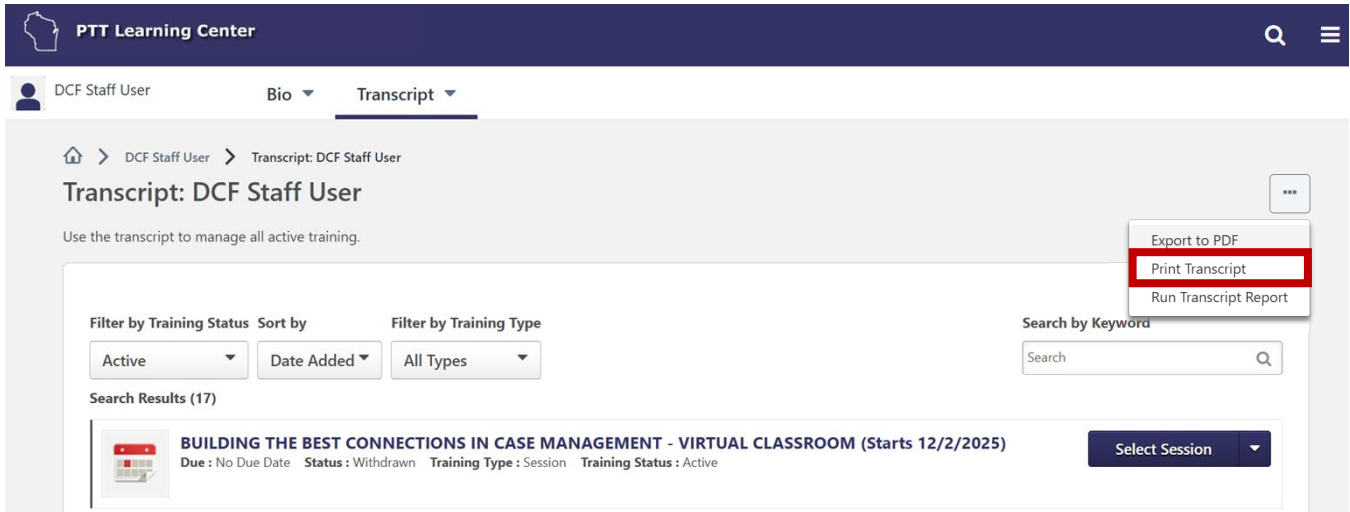
4. To view your completed trainings, select **Completed** from the Filter by Training Status drop down menu.



5. The Completed Training view allows you to relaunch a completed training and view certificates of completed trainings (if applicable).



6. To print your Transcript, click the  icon. Select Print Transcript from the drop down menu.



7. On the **Print View** page, select **Print**.

The screenshot shows the PTT Learning Center interface. At the top, there is a dark blue header with the PTT Learning Center logo and name on the left, and search and menu icons on the right. Below the header, the main content area displays 'Completed Training: DCF Staff User'. This section contains a table with the following data:

Title	Type	Completion Date	Score	Status
Ending Employment in CWW	Online Class	6/4/2025		Completed
INCOME OR ASSET - DESK AID	Material	6/4/2025		Completed
CHANGING A W-2 PLACEMENT - DESK AID	Material	6/3/2025		Completed
Case Management Strategies: Empathy	Curriculum	6/3/2025		Completed
PIN Comments	Online Class	5/29/2025		Completed
EMPLOYMENT REPORTING - DESK AID	Material	5/9/2025		Completed
DOMESTIC VIOLENCE RESOURCES AND INFORMATION - DESK AID	Material	5/7/2025		Completed

Below the table, there are two buttons: 'Back' and 'Print'. The 'Print' button is highlighted with a red rectangular box.