How do I access my learning transcript?

Tell Me

Your transcript will display both Active (registered-for or in-progress training) and Completed training. Follow the steps below to access your transcript.

1. Login to the Learning and Development Portal using your NinerNet credentials
2. On your Learner Home Page, navigate to the top left panel to find the Learning tab
3. Hover over this tab and select View Your Transcript
4. Select the drop-down arrow on the Active button to view Active, Completed, or Archived training

Note: Your Completed Transcript lists all sessions completed from 2015 - 2020 before the Learning and Development Portal was launched. Training classes completed before 2015 can be found in Banner Self Service by navigating to the Employee Tab, and selecting the Human Resource Training Courses Completed.

Related FAQs

- How do I complete LEAD and EEODF training?
- How do I run a training status report for my staff?
- How do I access my direct report's transcript?
- Which browser/s are compatible when using the Portal?
- How do I take Security Awareness training again (SAT) or review the training?