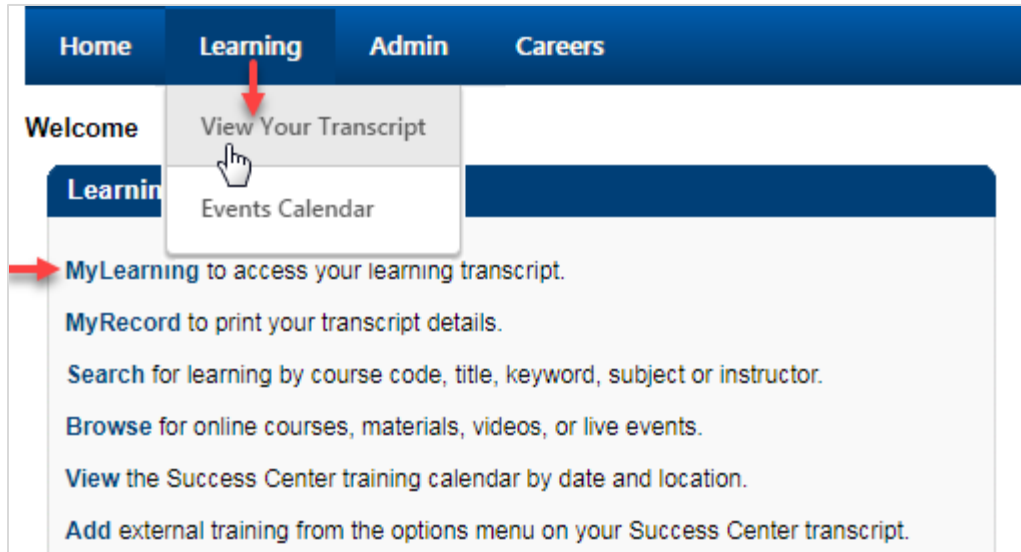


Intro to Success Center Transcript

Access your Success Center transcript:

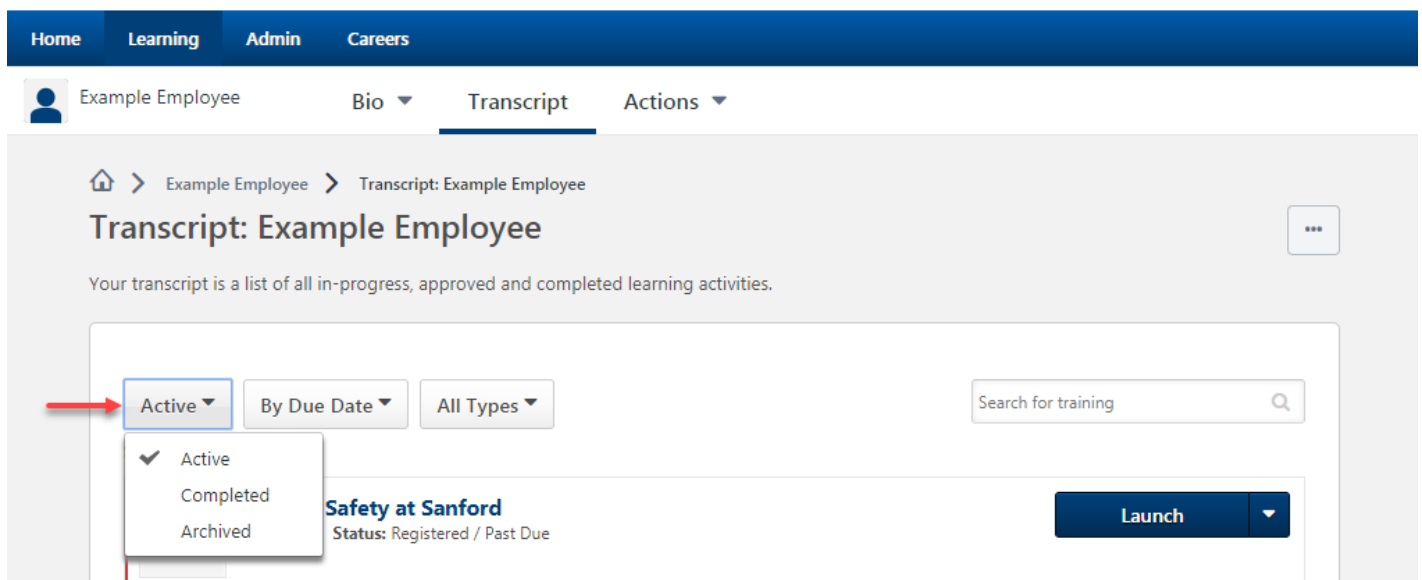
- Hover over **Learning** and select **View Your Transcript**.
or
- Click **MyLearning** in the Learning Shortcuts group.



Navigating transcript areas:

Easily switch between the transcript areas by using the first drop-down button (shown below). *The button displays the name of whichever area is visible.*

- **Active** (default view) - consists of training that has been assigned or self-selected.
- **Completed** - online and classroom items automatically move to the completed area to keep your Active area tidy.
- **Archived** - use the archive to clear out withdrawn classroom sessions or unnecessary self-selected items from the Active area.



Obtaining earned certificates:

- From your Completed transcript, locate the desired course and click the View Certificate button to view/print a PDF.

The screenshot displays the SUCCESS CENTER interface. At the top, the logo and 'POWERED BY SANFORD' are visible. A search bar and user profile icons are on the right. A navigation bar includes 'Home', 'Learning', 'Admin', and 'Careers'. Below this, the user 'Example Employee' is shown with tabs for 'Bio', 'Transcript', and 'Actions'. The 'Transcript' tab is active, showing a breadcrumb 'Example Employee > Transcript: Example Employee' and a title 'Transcript: Example Employee'. A 'HELP:' section contains links: 'Find Completed Training & Certificates', 'Print Transcript / CEUs', 'Withdraw/Archive Courses', 'Add External Training', and 'VIEW MORE'. A dropdown menu for 'Active' is open, with an arrow pointing to the 'Active' option. Text next to it says: 'Click below to switch between your Active, Completed, and Archived transcripts'. Below this are filters for 'Completed', 'By Completion Date', and 'All Types', along with a search box 'Search for training'. The search results show 'Search Results (247)' and a single entry: 'ci-0000 Example Course with Certificate' with 'Status: Completed' and a 'View Certificate' button.