- 1) Go to learningcenter.ucsb.edu
- 2) Click on the appropriate log on button. For the purposes of this demo, we'll go through the "Employee Log on".

		🗎 www.learning	center.ucsb.ed	du	Ċ	
		china	ADMINIST	RATIVE SERVIO	CES @	Search this site
	Center	ming				UCSB
HOME	EMPLOYEES	NON-EMPLOYEES		FAQS	GUIDES	CONTACTS
Employees UCSB employ (including und Go to Employed UCSB non-em scholars, etc). Go to Non-Employed	ees in the Payroll/Person lergraduate and graduate oyee Log On ees aployees only (students, vo	nel System (PPS) only student workers). Dlunteers, visiting	\	12 / AE TO	LEARN	1

- 3) Log On using your UCSBnetID & Password
 - 1) Ensure you turn off pop-up blockers before logging on. If you have pop ups blocked, you will not get to the next window.
 - 2) Check your internet browser to comply with the university system. (See right panel below)

	UCSB Cente	Lear r	rning	RATIVE SERVIC	LES ₪	Search this site
HOME	EMPLOYE	ES	NON-EMPLOYEES	FAQS	GUIDES	CONTACTS
	EMPLOYEE ONLY The Learning Center Log On below is for (including undergraduate and graduate * Employees are in the Payroll/Personne Non-employees, such as students, volur logon here. Learning Center Please enter your UCSE UCSBnetID Password Log		CLOYEE ONLY LOG ing Center Log On below is for use by UCSB undergraduate and graduate student worke es are in the Payroll/Personnel System (PPS) oyees, such as students, volunteers, visiting the Learning Center Log C Please enter your UCSBnetID and pass UCSBnetID Password Log On	DN employees* onl rs). scholars, etc., sl Dn word.	ly hould	Important Information Please Read FIRST! Do NOT use Google Chrome with the UC Learning Center. Registration record errors result when using Chrome. Before logging in please do the following: • Turn off pop-up blockers for all Learning Center sites • Set your browser to allow/enable cookies

4) A pop-up window will open (possibly in the same window as a new tab):



5) The following steps are completed with out any clicking. Point your mouse to "learner", then "Learn", then under Learning Activity Reports, click on "Training Transcript".

6) You will get something that looks like this:

UCLearning Learner Manager			-						
Q 🔞							Your	name here	
Home > Learn - Learning Activity Reports - Training Transcript									
Training Transcript Export to PDF								Export to PDF	
Select a year or date range to filter completed training records.									
Your name here									
Username: 1318908				NT ac DS361	count: 854				
E-mail:				User r	number:				
youremail@umail.ucsb.edu				13189	08				
Activities									
Activity	Estimated Credit <u>Hours</u>	Start Date	Completion Date	Expiration Date	<u>Score</u>	Grade	Attended Duration	Signature Status	
Topic: Bloodborne Pathogens Certification		10/17/2014	10/17/2014	10/17/2015	100	100			
Topic: Refresher - Bloodborne Pathogens for Non-Healthcare Workers		10/17/2014	10/17/2014		100	100			
Montheast Topic: Bloodborne Pathogens Certification		10/16/2013	10/16/2013	10/16/2014 Expired	94	94			
Topic: Refresher - Bloodborne Pathogens for Non-Healthcare Workers		10/16/2013	10/16/2013		94	94			
Ourse: Fundamentals of Laboratory Safety		12/4/2012	12/4/2012		96	96			
ill ILT Course: Biosafety, Bloodborne Pathogens and Medical Waste		10/25/2012	10/25/2012						
ILT Course: Biosafety		10/25/2012	10/25/2012						

You can find all the training you completed, any certifications that you obtained, when they expire, and any scores for testing. If you need to print or save this training, you can create a pdf by clicking the button in the upper right hand corner "Export to PDF".