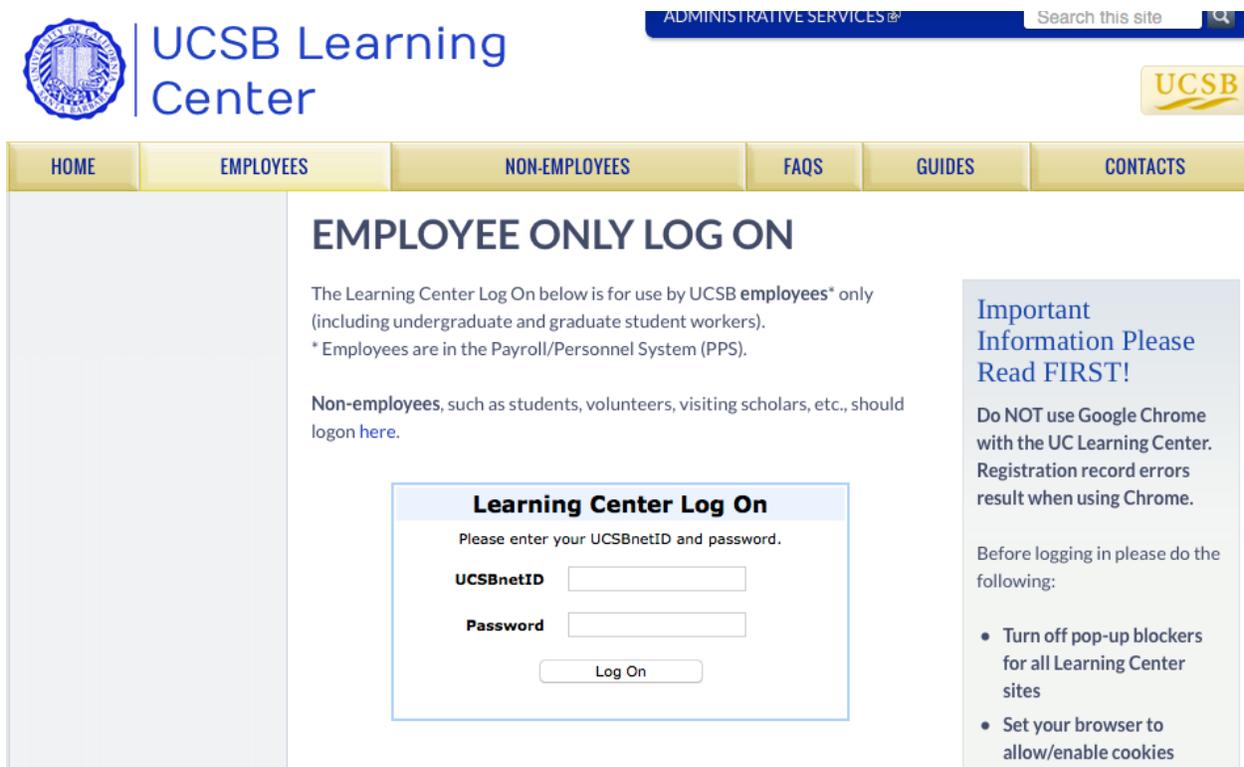


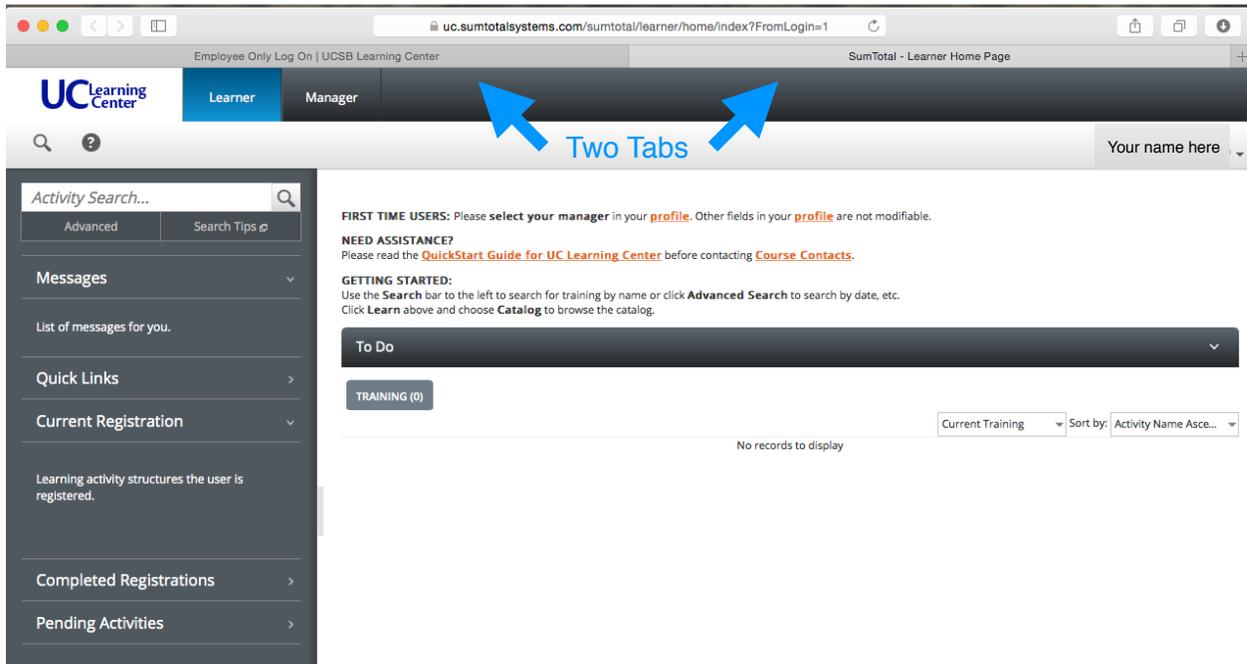
- 1) Go to [learningcenter.ucsb.edu](http://learningcenter.ucsb.edu)
- 2) Click on the appropriate log on button. For the purposes of this demo, we'll go through the "Employee Log on".



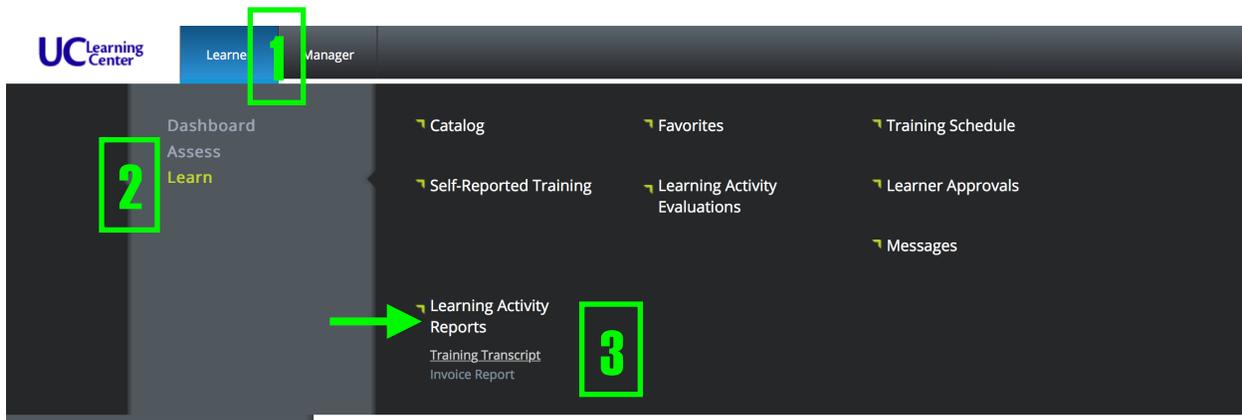
- 3) Log On using your UCSBnetID & Password
  - 1) Ensure you turn off pop-up blockers before logging on. If you have pop ups blocked, you will not get to the next window.
  - 2) Check your internet browser to comply with the university system. (See right panel below)



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:

Home > Learn - Learning Activity Reports - Training Transcript

### Training Transcript

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

All

Your name here

Username: 1318908  
E-mail: youremail@umail.ucsb.edu

NT account: DS361854  
User number: 1318908

**Activities**

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	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		
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		
eCourse: Fundamentals of Laboratory Safety		12/4/2012	12/4/2012		96	96		
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”.