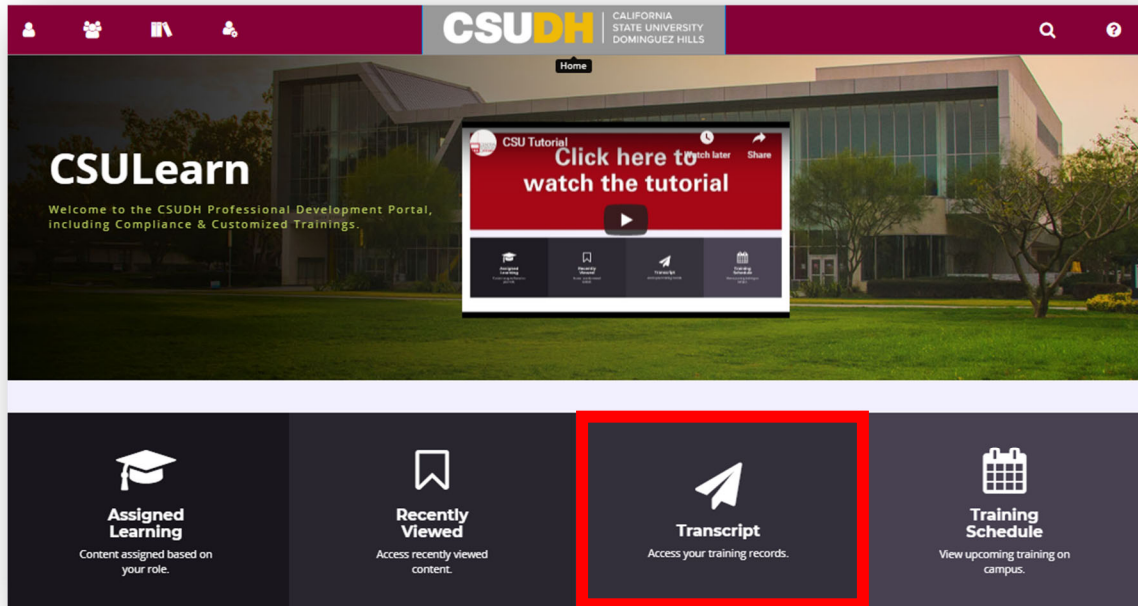


## Viewing Your Training Transcript in CSU Learn

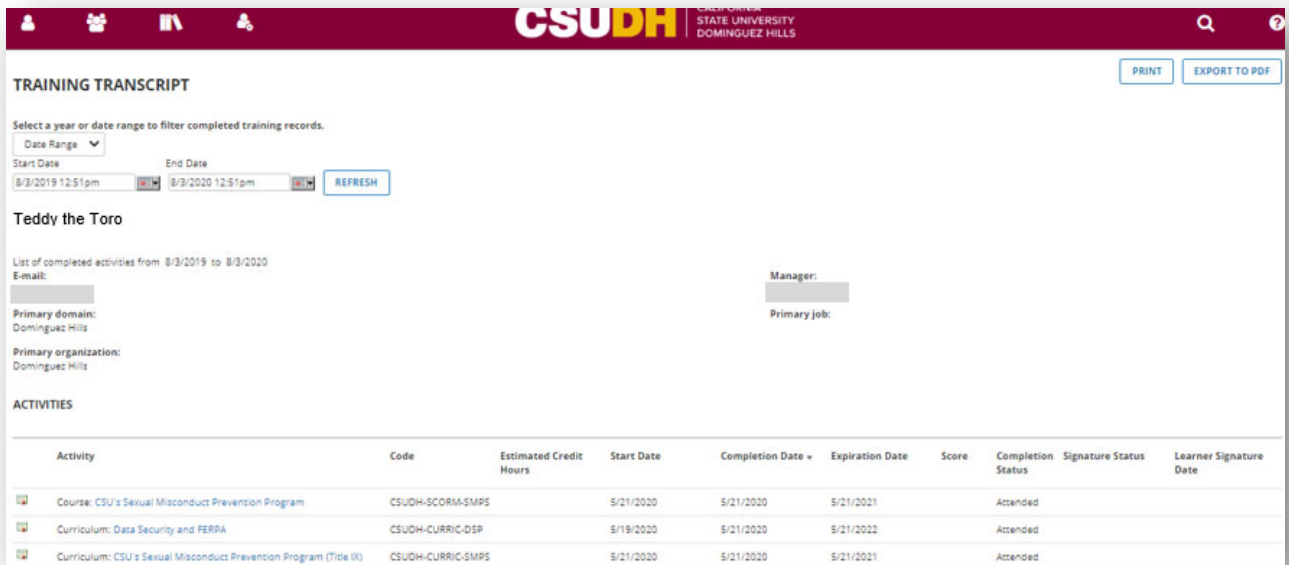
To complete training, it is strongly recommended to use the internet browser Chrome, Firefox, or Edge/Safari.

Note: Internet Explorer (IE) is NOT compatible.

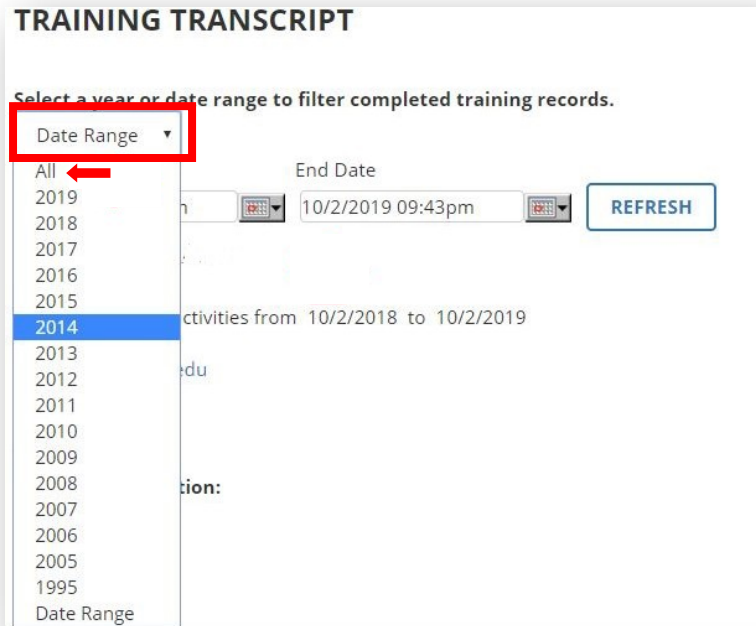
1. Once you log into the [CSU Learn homepage](#), click on the “Transcript” button:



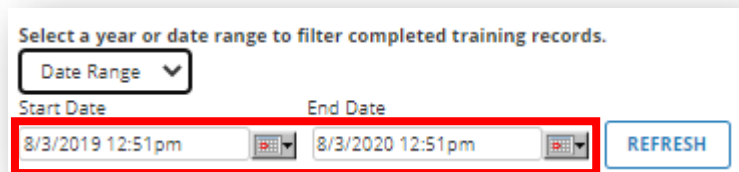
2. The Transcript button will take you directly to your training record, which provides a history of all courses completed in CSU Learn and DTS (previous training system).






- Use the Date Range pull-down menu to select either “ALL” to view your entire training history or select a specific year or a date range.



or



- In your Transcript click on any Diploma Icon to view your Certificate of completion for a specific training. A new window will open where you can print your certificate or export it as PDF.

	Course: CSU's Sexual Misconduct Prevention Program	CSUDH-SCORM-SMPS	5/21/2020	5/21/2020	5/21/2021	Attended
	Curriculum: Data Security and FERPA	CSUDH-CURRIC-DSP	5/19/2020	5/21/2020	5/21/2022	Attended
	Curriculum: CSU's Sexual Misconduct Prevention Program (Title IX)	CSUDH-CURRIC-SMPS	5/21/2020	5/21/2020	5/21/2021	Attended

5. To print or export your transcript history, click “Print” or Export to PDF located in the top right corner.

The screenshot shows the CSUDH Training Transcript interface. At the top right, there are two buttons: "PRINT" and "EXPORT TO PDF", which are highlighted with a red box. A red arrow points from this box to a larger, clearer view of the same two buttons below the screenshot.

**TRAINING TRANSCRIPT**

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

Date Range: [Dropdown]  
Start Date: 8/3/2019 12:51pm | End Date: 8/3/2020 12:51pm | REFRESH

**Teddy the Toro**

List of completed activities from 8/3/2019 to 8/3/2020

E-mail: [Redacted] | Manager: [Redacted]  
Primary domain: Dominguez Hills | Primary job: [Redacted]  
Primary organization: Dominguez Hills

**ACTIVITIES**

Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Completion Status	Signature Status	Learner Signature Date
Course: CSU's Sexual Misconduct Prevention Program	CSUDH-SCORM-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		
Curriculum: Data Security and FERPA	CSUDH-CURRIC-OSP		5/19/2020	5/21/2020	5/21/2022		Attended		
Curriculum: CSU's Sexual Misconduct Prevention Program (Title IX)	CSUDH-CURRIC-SMPS		5/21/2020	5/21/2020	5/21/2021		Attended		

**PRINT**      **EXPORT TO PDF**

**You may share your certificate of completion with your manager or request it be placed in your Personnel file.**

*Please consider the environment before printing your transcript or certificate. Whenever possible use Export to PDF to share your transcript in electronic format.*