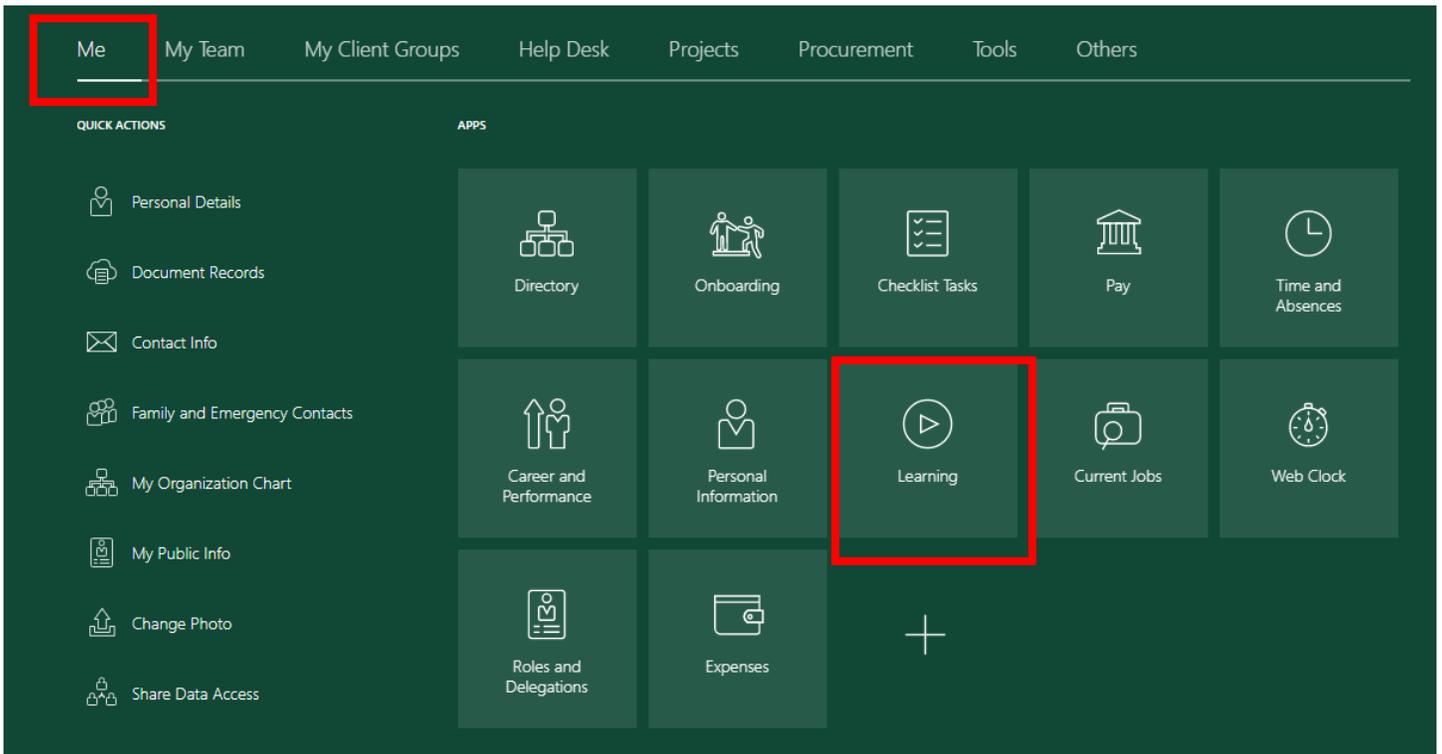
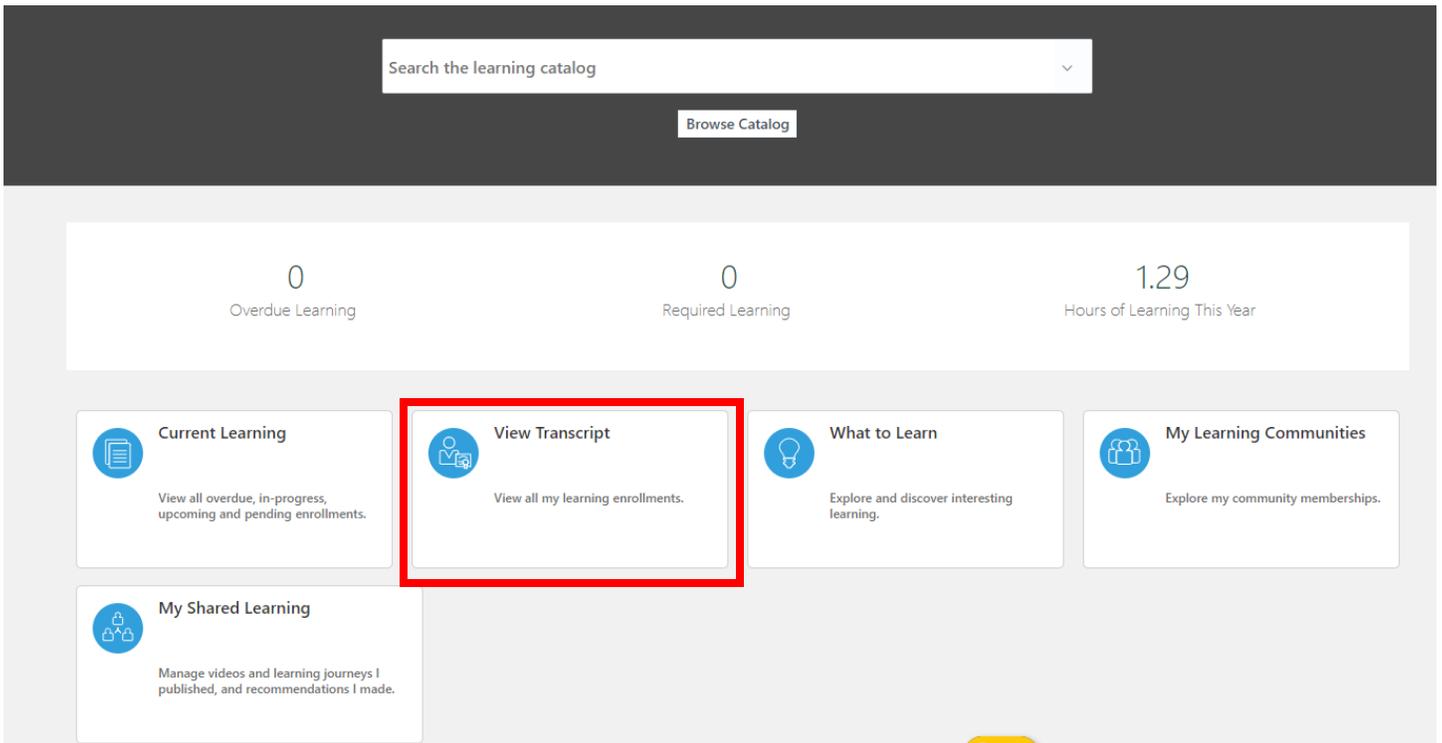


## Instructions for Accessing Your Transcripts in Learn

1. Log in to Ignite.
2. On the **Me** tab, click on the **Learning** tile:



3. Select the **View Transcript** tile.



4. The **View Transcript** page shows all of your enrolments and the status of each. For example, this screenshot shows this person completed the “Youth Protection Course: Hiring Staff Who Work With Minors” on 11/12/20.

Enrollments

Search by learning item title  Hide Filters Enrollment Record Status Not Passed × Completed × Withdrawn × Bypass Completed ×

Filters Reset ⚙️ Sort Completed on - Most Rece ▼

Expand All | Collapse All

^ Completed Date

mm/dd/yyyy -  mm/dd/yyyy OK

^ Enrolled Date

mm/dd/yyyy -  mm/dd/yyyy OK

^ Due Date

mm/dd/yyyy -  mm/dd/yyyy OK

^ Enrollment Record Status Clear

Completed

Bypass Completed

Completion Request Rejected

Pending Required Evaluation

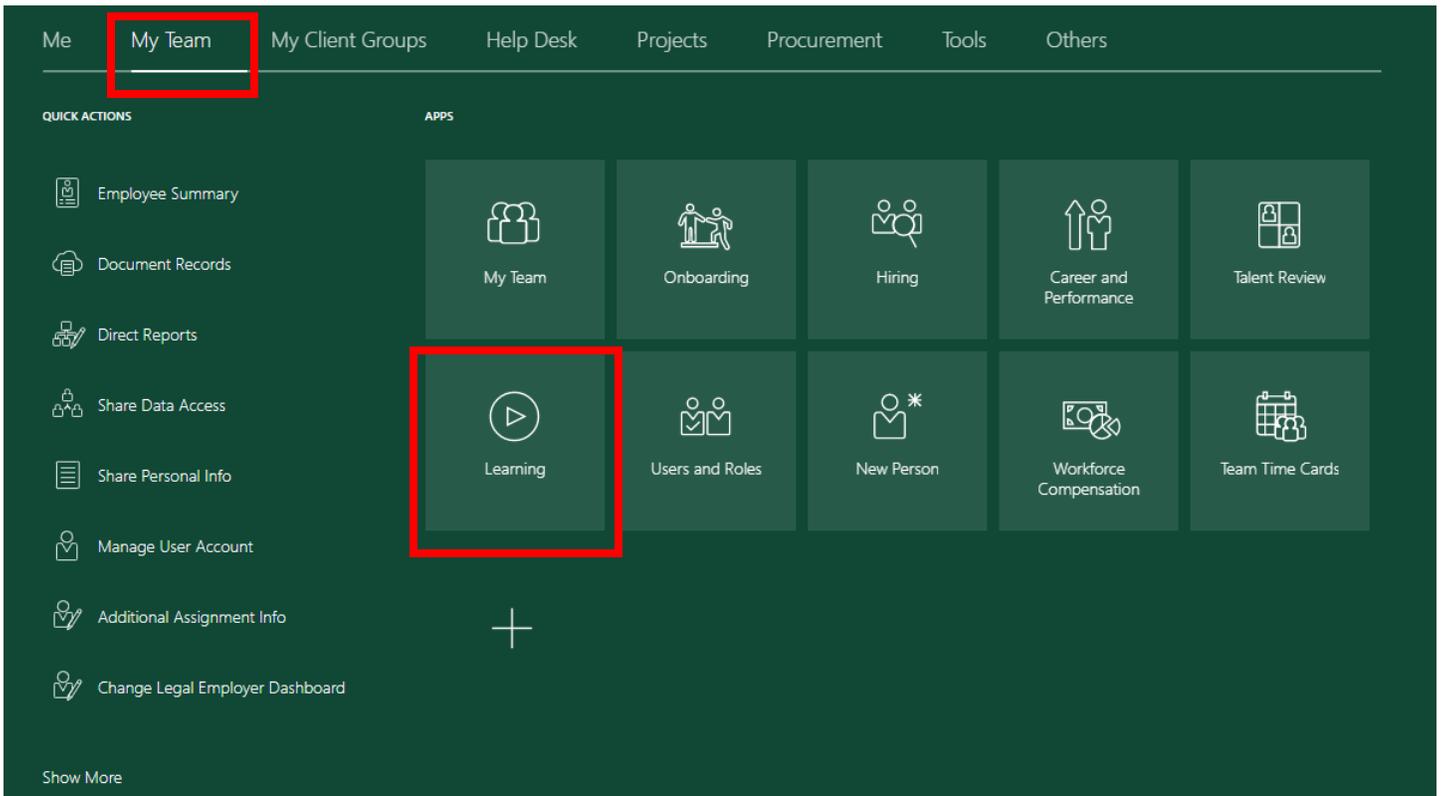
 **Youth Protection Course: Hiring Staff Who Work With Minors (online course)**  
Course  
Completed on 11/12/2020  
Self-registered

 **Online Course: Overview of Student Employment for Supervisors**  
Course  
Completed on 08/17/2020  
Self-registered

 **Campus Security Authority Online Training**  
Course  
Completed on 07/20/2020  
Self-registered

## Manager Instructions for Viewing Employee Learning Transcript in Ignite

1. Log in to Ignite.
2. On the **My Team** tab, click on the **Learning** tile:



3. On this page, you can see the statuses of each class your employee(s) have enrolled in. Please note: sometimes it is helpful to use the filters on the left side of the page under "All Learning" to quickly see the information you want.

