

To view your commonwealth training history:

1. Click the "Training Activities" link in the My Learner Account section.

This will bring up all of your current training activities, completed courses and cancellations. You can also view a summary of costs incurred for courses you requested, booked and cancelled.

If you'd like to view and/or print a copy of your commonwealth training transcript:

1. Click the "My Transcript" link in the Training Home section at the top of the Navigation sidebar.

Your transcript will appear in a separate window.

2. Click the printer icon in the upper left corner to print.

Helpful hints: You can enlarge the Transcript window by minimizing the window, restoring it and pressing the F11 key. Press the F11 key again to reduce the window to its original size.

If the toolbar containing the printer icon is missing, press the F8 key to restore the toolbar at the top of the window.

Please contact your agency training officer for assistance.