

To print an employee transcript:

- 1. Expand the Participation Menu.**
- 2. Click the Employee Training Transcript link.**
- 3. Enter the employees Personnel Number.**

**Helpful hint:** If you don't know the employee number, use the search feature to enter information like Name, Personnel area, or Organizational unit to find it. Double click on the correct row. You will return to the input screen and the personnel number will populate the text field.

- 4. Click Execute.**

The transcript will appear.

**Helpful hints:** You can print the transcript using the Print icon, or save the document using the Disk icon.

When you are done use the red X in the upper right corner to close the transcript and return to the Reporter portal.

Please contact your agency training officer for assistance.