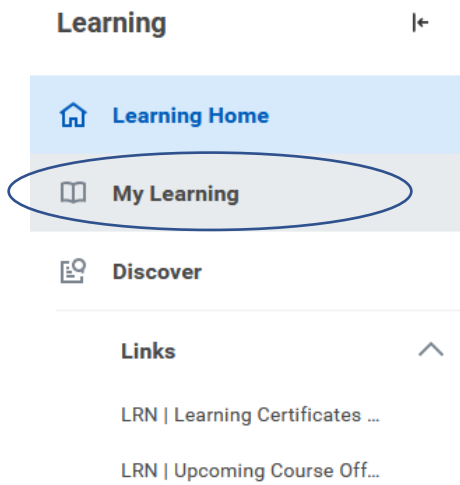


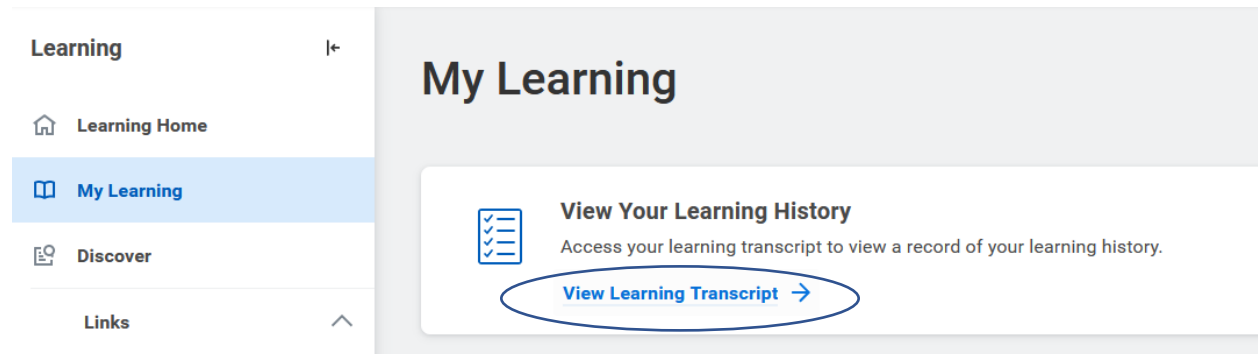
How to View Your Learning Transcript

Step 1: [Login to Workday.](#)

Step 2: Click “My Learning”



Step 3: Click on “View Learning Transcript”



Step 4: “My Transcript” will display your courses in three sections (Not Started, In Progress, and Learning History (your completed courses)).

The screenshot shows the 'My Transcript' interface with a blue header. Below the header are three sections, each with a table structure. The first section is 'Not Started' (0 items), the second is 'In Progress' (0 items), and the third is 'Learning History' (0 items). Each table has columns for Name, Content Type, Registration Status, Date Enrolled, Completion Status, Attendance Status, Grade, Score, and Record Type. All three sections currently display 'No items available.' and each has a PDF icon in the top right corner.

Optional Step: If you want a PDF of your transcript, click the PDF button in the top right corner.

