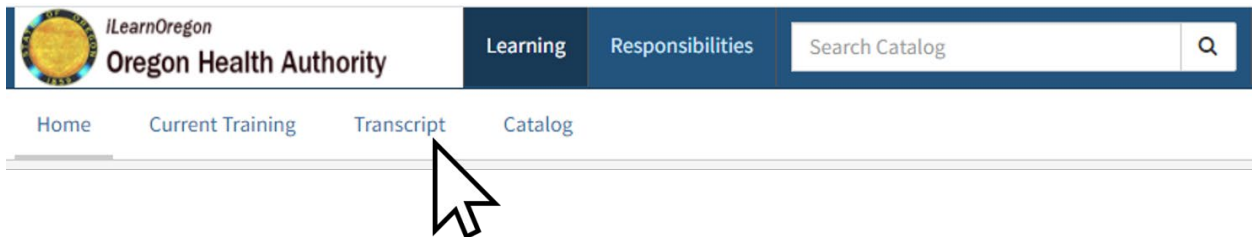


How to save your iLearn transcript

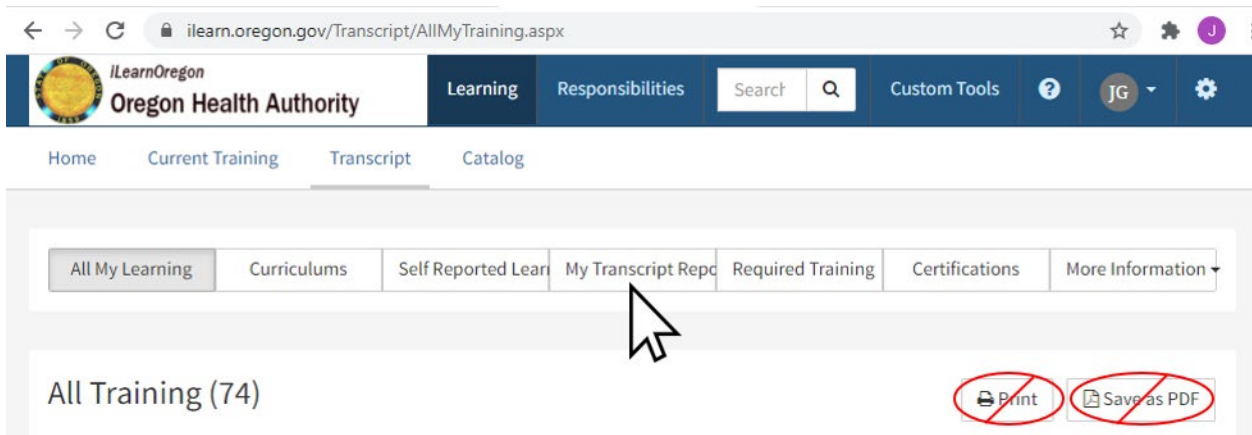
Overview: The following instructions demonstrate how a learner in iLearnOregon can save their transcript as a PDF or print it.

Step 1: Using the Microsoft Edge browser, go to the homepage of iLearnOregon by navigating to <https://ilearn.oregon.gov>

Step 2: On the homepage, click the *Transcript* link near the top of the page. This will take you to a page titled *All My Learning*.



Step 3: On the *All My Learning* page, click the *My Transcript Report* button. This will generate a PDF of your transcript.



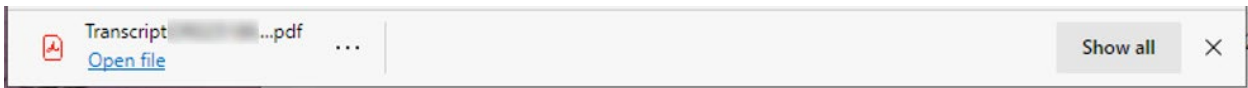
Please note that the *Print* and the *Save as PDF* buttons do not consistently function properly. We do not recommend using these buttons.

Step 4: Wait a moment for your transcript (report) to be generated as a PDF.



Please wait while report is generated.

Step 5: A download of your transcript PDF will appear as a file to open at the bottom of your browser window:



The file is initially stored in the Downloads folder of your computer with the name Transcript[Your OR Number].pdf. Open the PDF to print a copy of your transcript or save the PDF in a location you choose.