

# Your Transcript

Version 1.0; August 2019

USE THE TRANSCRIPT TAB ON THE WELCOME PAGE OR USE THE MENU ICON IN THE UPPER RIGHT-HAND CORNER, THEN SELECT LEARNING AND THEN VIEW MY TRANSCRIPT. YOU MAY ALSO USE THE SEE ALL TRAINING LINK IN THE TRAINING SECTION OF THE WELCOME PAGE.



## Transcript

View your full list of assigned, in progress, & completed training

Home >

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View My Transcript

THE TRANSCRIPT PROVIDES A LIST OF THE TRAINING THAT YOU ARE ENROLLED IN, HAVE TAKEN, AND ARCHIVED. TO CHANGE THE VIEWS OF THE COURSES ON YOUR TRANSCRIPT, SELECT THE ARCHIVED DROP-DOWN AND SELECT EITHER COMPLETED, ARCHIVE, OR LEAVE THE ACTIVE SELECTION. USE THE BY DUE DATE (SORT) OR ALL TYPES (FILTER) TO SORT THE LEARNING AS NEEDED.

USE THE SEARCH FIELD TO SEARCH FOR TRAINING WITHIN YOUR TRANSCRIPT.

Profile ▾ Transcript My Action Items ▾ User Record ▾

Transcript: Katherine Viruet

### Transcript:

Use the transcript to manage all active and completed training.

Active ▾ By Due Date ▾ All Types ▾

Search

Search for training

Search Results (3)



**01F1 - Welcome to Toyota: Your Company**  
Due: No Due Date Status: Registered

Launch



**TLC Instructor Roster Management**  
Due: No Due Date Status: In Progress

Launch

USE THE LAUNCH BUTTON TO LAUNCH THE COURSE. SELECT THE COURSE NAME TO SEE THE DETAILS ABOUT THE COURSE.




Contact US  
1-855-790-7985  
LearningCenterSupport@Toyota.com



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COMPLETED TRAINING WILL PROVIDE THE ABILITY TO VIEW A CERTIFICATE. USE THE VIEW CERTIFICATE BUTTON TO VIEW AND PRINT THE COURSE CERTIFICATE.

	<b>E2200 - Intro to Toyota Engage: Digital Learning Tools</b> Completed: 10/8/2019 Status: Completed	<a href="#">View Certificate</a> ▼
	<b>HazMat Essentials (TMSEHS)</b> Completed: 10/4/2019 Status: Completed	Inactive ▼
	<b>SFTY 103: Chemical Safety Essentials / Hazard Communication</b> Completed: 10/4/2019 Status: Completed	<a href="#">View Certificate</a> ▼

THE OPTION ELLIPSIS PROVIDES ADDITIONAL OPTIONS TO MANAGE YOUR TRANSCRIPT.

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- Add External Training
- Download Network Player
- Export to PDF
- Print Transcript
- Run Transcript Report
- Download Offline Learning

SELECTING THE MY ACTION ITEMS PRESENTS TRAINING THAT IS FLAGGED. THIS DISPLAY WILL ONLY PROVIDE THOSE COURSES THAT ARE REQUIRING YOUR INPUT.





Profile ▼ Transcript **My Action Items** ▼ User Record ▼

## My Action Items

Actions Requests

Show All ▼ By Due Date ▼

Due Later

	<b>Launch: WebEx Event created by Sid for Testing (Starts 9/30/2019 11:30 AM)</b> Due: No Due Date Status: Registered	 <a href="#">Launch</a> ▼
	<b>Launch: TLC Instructor Roster Management</b> Due: No Due Date Status: In Progress	 <a href="#">Launch</a> ▼