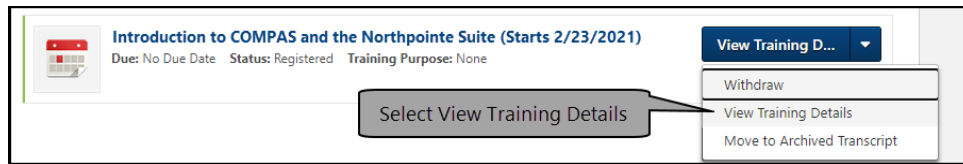




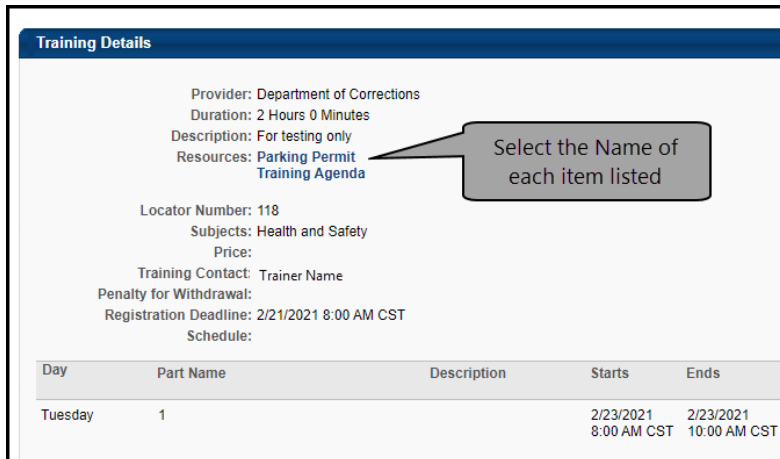
Training Materials

After you've registered for training, you can access training materials the instructor has attached to the class (e.g. pre-work, post-work, training materials, directions, printable parking permit).

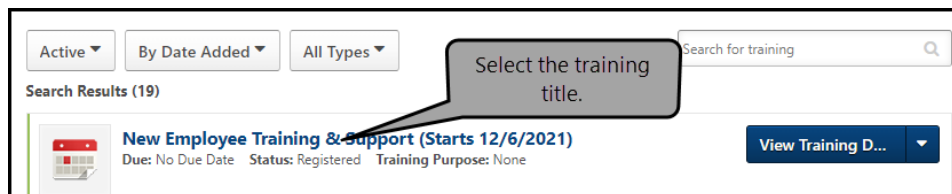
1. From the menu, under Learning, select **Transcript**.
2. The Learning Details page is where you will find key information about the training. You can access the Training Details in two ways.
3. From your Active Transcript, find the specific training and select **View Training Details** from the Actions Options dropdown located on the right of the button.



4. Access training materials by selecting the name of the item. Documents such as a pdf, Word document, PowerPoint file, will open. You can download and save or print the item.

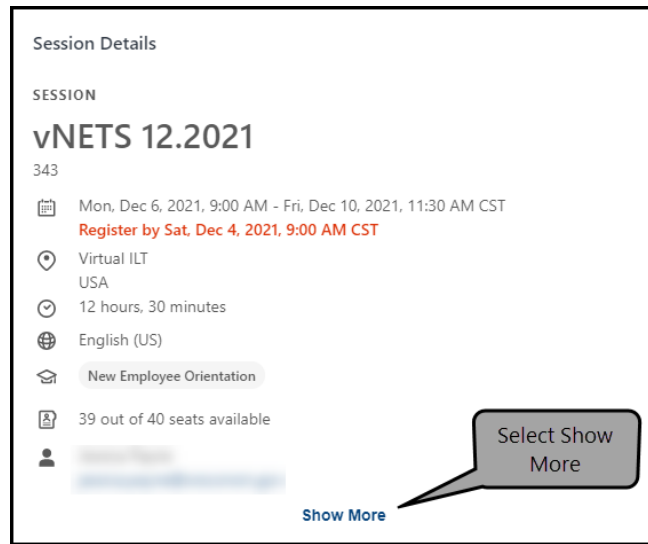


5. The second way to access the Session Details is to select the training title.






6. Select **Show More** to view resources and withdrawal penalty if applicable.



7. When you select certain items like pre-work and post-work, you will be provided with additional information such as the due date, whether the item is required or optional, etc.

 If you have any questions about the training materials, pre-work, or post-work, please contact the trainer that is listed on the training details page.