1. From your own transcript, select the View Team button.
2. On the left side of the screen, a list of your team members appears. Select the team member by selecting their name.

This will open their Transcript page on the Active tab.

3. To print this Active tab page of the Transcript, select the ellipsis button. Select the Print Transcript menu choice.

4. On the resulting page, showing the Active Transcript of your team member, select the Print button to send the displayed material to your printer.

5. Select the Back button to go back to your team member’s transcript.
6. To print a team member’s transcript of completed training, select the down arrow next to the word Active in the upper portion of the white area of the Transcript. Select Completed from the resulting menu.

7. Repeat steps 3 – 6 above to print the page of completed training.

To obtain a comprehensive transcript report for a team member, including archived training, please request an Enterprise Transcript Report for the team member from your local administrator.