HOW TO ACCESS TRAINING TRANSCRIPT ON SKILLSOFT TRAINING ACADEMY

1) Access the Training Academy from the menu at the bottom of the EHS website (www.ehs.ua.edu).
2) Log into the Training Academy with your mybama username and CWID.
3) Select the flag icon located in the top left of the page.
4) Select the "View Transcript" drop down box for current training or full transcript.
5) A print screen of the transcript page can be saved and uploaded for training documentation. Be sure your name is visible in the print screen taken as proof of training.
6) Individual course completion certificates can be printed under the "Actions" column on the far right by clicking the drop down and selecting "View Certificate". Note: Only completed courses will have a certificate available.