

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.

The screenshot displays the Skillssoft Training Academy interface. At the top, there is a navigation menu with links such as Home, UA Training Academy, Inventory System, and Regulated Chemicals. Below this is the University of Alabama logo and a header with 'ALABAMA' and 'THE UNIVERSITY OF ALABAMA'. The main content area shows a 'Training Academy' section with a login form for 'Welcome! Please enter a Bama ID and CWID'. The form includes input fields for 'Bama ID' and 'CWID', and a 'Submit' button. A red arrow points from the 'Submit' button to the 'View Transcript' dropdown menu in the Skillssoft interface below. The Skillssoft interface shows a user profile for 'Julietta' and a notification for '2 new required assignments available'. Below the notification is a table of training courses with columns for Title, Date Due, Date Completed, Status, and Actions. The 'View Transcript' dropdown is highlighted, and a 'View Certificate' option is visible in the Actions column for the 'Chemical Lab Safety Training' course.

Title	Date Due	Date Completed	Status	Actions
* Biosafety via CITI	2022-FEB-10	--	!	Actions-
* Chemical Lab Safety Training	2021-AUG-21	2021-SEP-16	✓	Actions-
* Chemical Ordering, Receiving, Managing	2021-MAY-08	--	!	Actions-
Compressed Gas Safety	2020-DEC-14	--	!	Actions-
Cryogenic Safety	2021-NOV-07	--	!	Actions-
Fire Safety and Prevention 2.0	2021-JAN-14	--	!	Actions-