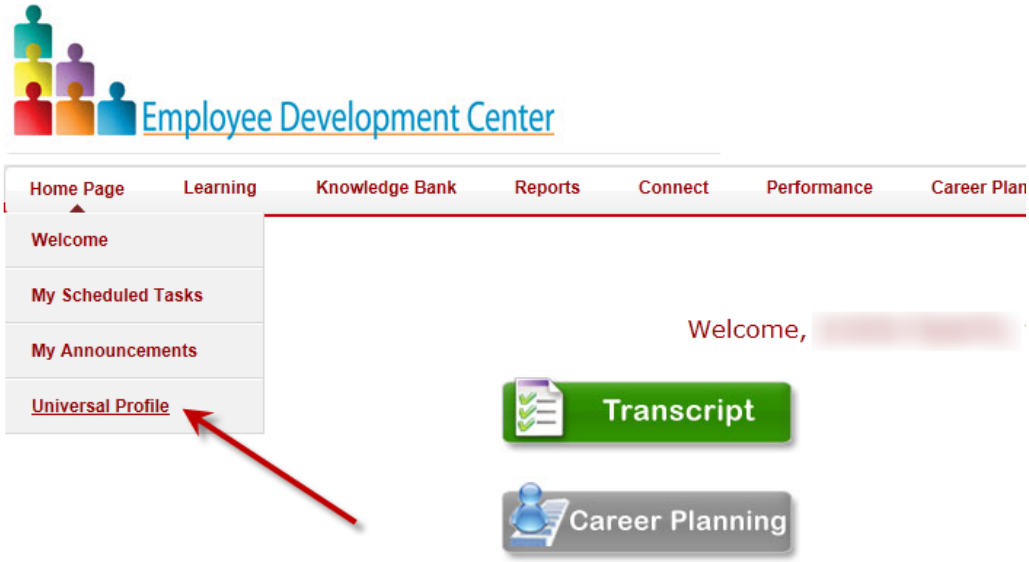
Quick Reference User Guide – Universal Profile

How to:

- **Access your Universal Profile**

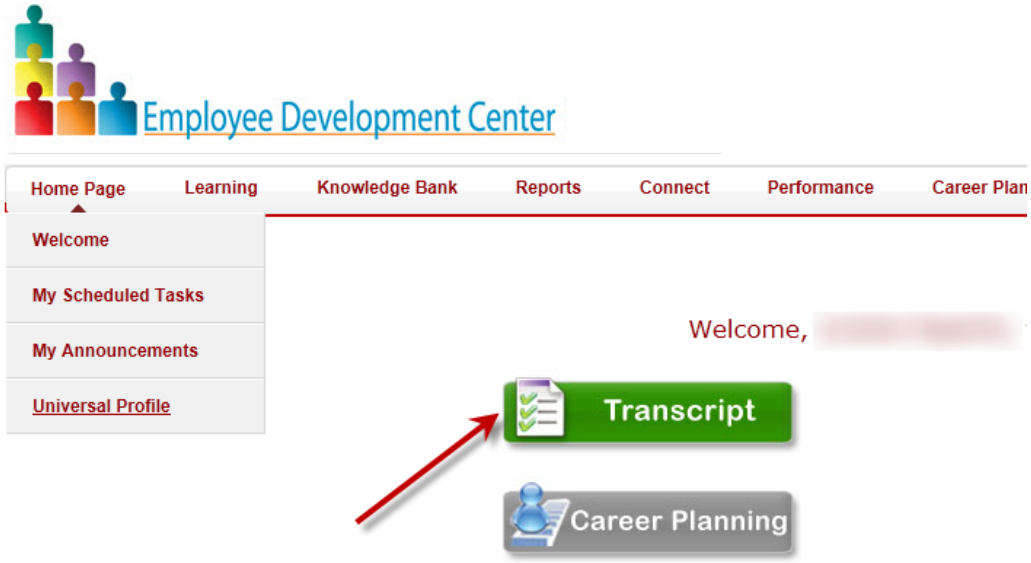
  1. Click Home Page, and, in the dropdown menu, select Universal Profile.



- **Access your Transcript**

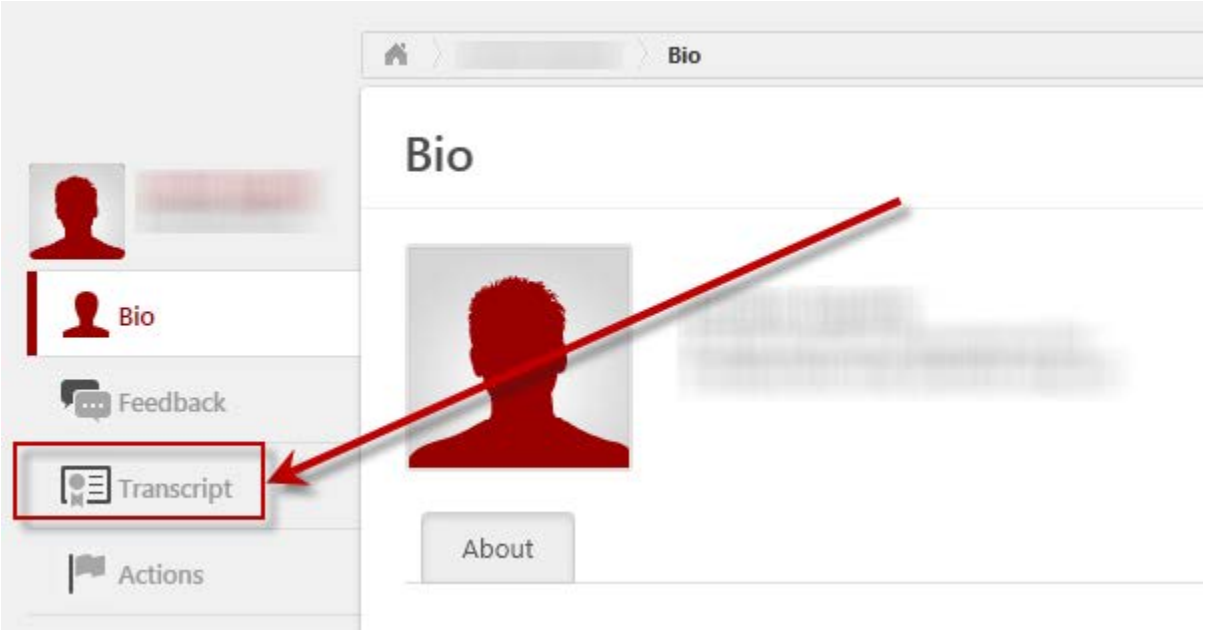
  Method 1: Accessing Transcript from the Home Page

  1. On the Home Page, click Transcript.



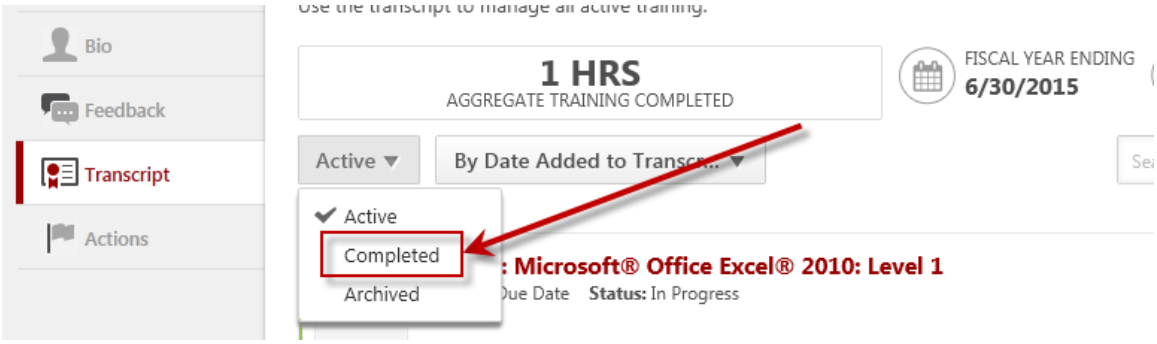
Method 2: Accessing Transcript from within the Universal Profile

1. Within the Universal Profile, click Transcript, on the left side of the page.



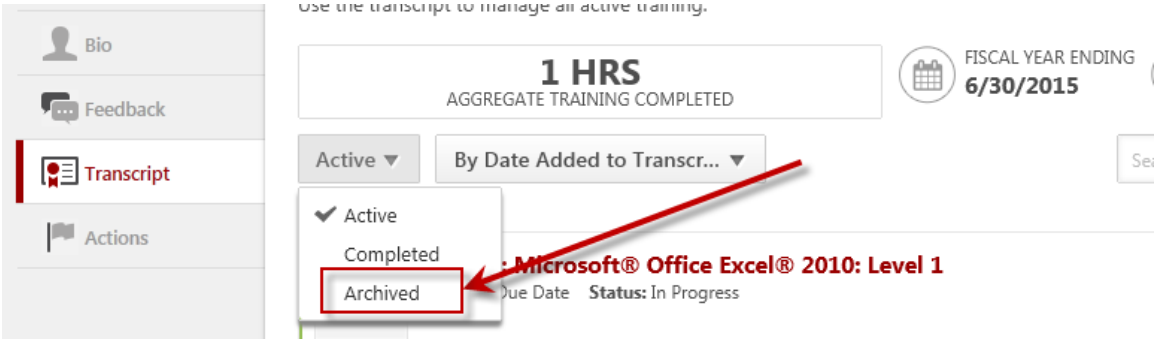
- **Access list of Completed training**

1. On the dropdown box towards the upper left, click Active, and then select Completed.
2. The screen will refresh and display all completed training items.



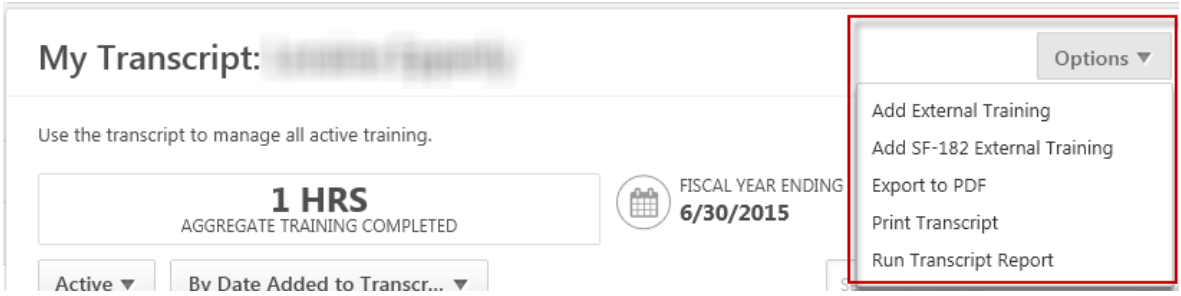
- **Access Archived training**

1. On the dropdown box, click Active, and then select Archived.
2. The screen will refresh and display all Archived training items.

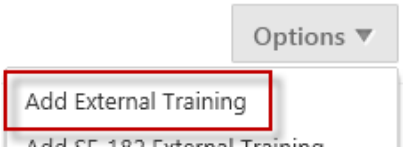
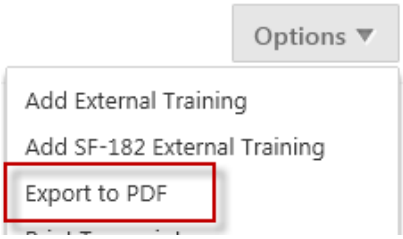


- **View Training Detail Info**
  1. For a class that you have not yet completed, on the right side, click the dropdown arrow to the right of where it says Launch.
  2. Select View Training Details.

- **Transcript Options features**



- **Add External Training**
  1. From the Transcript section of the Universal Profile click Options.
  2. Select Add External Training.



- **Export to PDF** – Allows user to export one of the three different Transcript screens – Active, Completed, and Archived.
  1. From the Transcript, click Active and then select one of the Transcript views, i.e., Active, Completed, or Archived.
  2. Click Options.
  3. Select Export to PDF.