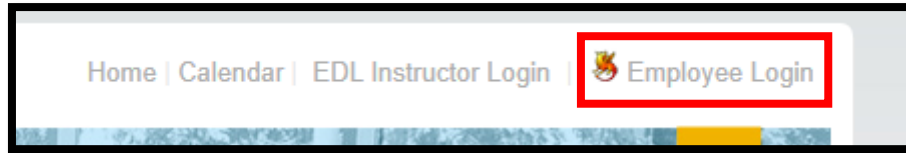


Employee Training Record Access Instructions

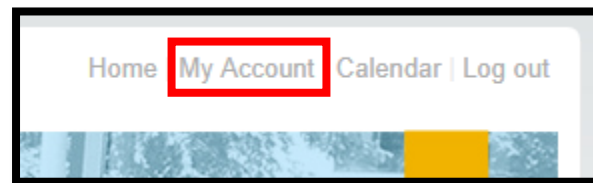
1. Select the “Employee Login” link at the upper right-hand side of the main page.



2. Enter your Vandal NetID/SSO credentials when prompted.
3. When prompted to “Choose Your Role,” select “Student.”



4. Select the “My Account” link at the upper right-hand side of the screen to load your employee dashboard.



5. In the “Courses” widget of the employee dashboard, select the “Unofficial Transcript” tab and enter the date range for records you wish to retrieve.
6. Select “Print” to generate a .pdf for the selected date range.

