Quick Reference Card – myTraining
Display Transcript

IRIS
Integrated Resource
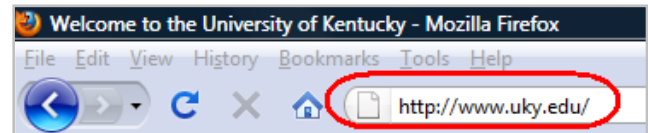Information System

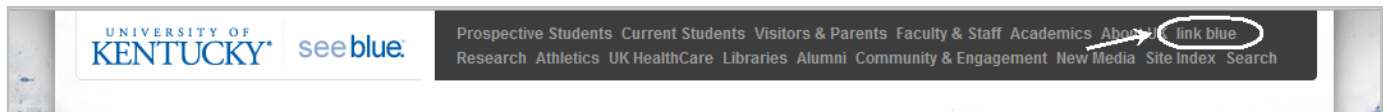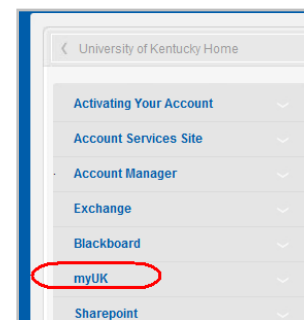|	
Process: A transcript of completed courses can be displayed on the *myUK* portal on *myTraining.* This QRC explains how to display and print your transcript.	
Role: Anyone	**Frequency:** When needed

Logging On To the *myUK* Portal

Go to UK's main web page at http://www.uky.edu/	Welcome to the University of Kentucky - Mozilla Firefox File Edit View History Bookmarks Tools Help http://www.uky.edu/
Click **link blue**	UNIVERSITY OF KENTUCKY° see blue. Prospective Students Current Students Visitors & Parents Faculty & Staff Academics About **link blue** Research Athletics UK HealthCare Libraries Alumni Community & Engagement New Media Site Index Search
Click **myUK**	University of Kentucky Home Activating Your Account Account Services Site Account Manager Exchange Blackboard myUK Sharepoint
Enter your link blue **User ID** (AD or MC User ID) and **Password**	Welcome to myUK Use your link blue ID to Sign On to this portal. User ID linkblueUserID Password •••••••••••••• Sign On
Click **Sign On**	Password •••••••••••••• Sign On
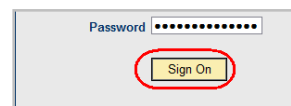
Entering *myTraining* Center

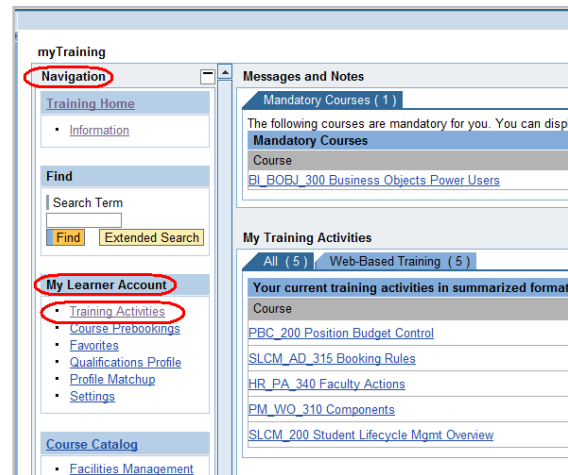| |
|---|
| Click **Employee Self Service** |
| myUK Good morning
Launch Pad Student Administration **Employee Self-Service** Faculty Services myReports
Overview │ Benefits and Payment │ Enrollment │ Personal Information │ Training │ Working Time
Overview |
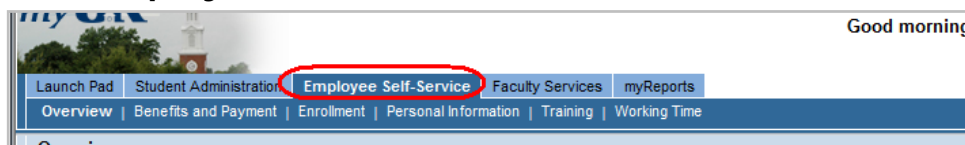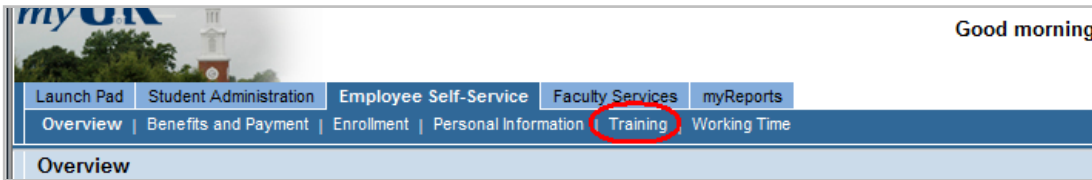
Click **Training**

On the **Navigation** panel, under **My Learner Account**, click **Training Activities**

myTraining Transcript Section Descriptions

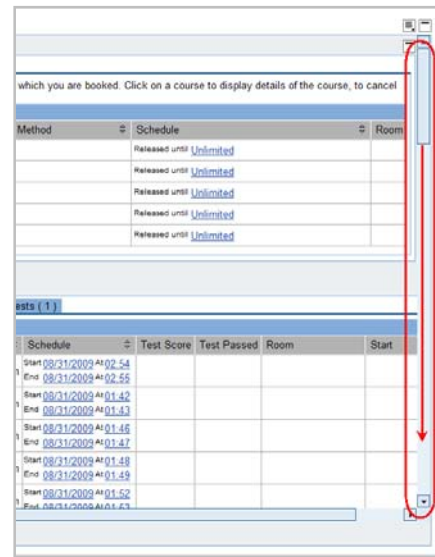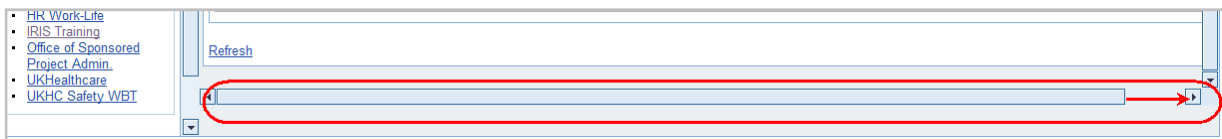|	
My Training Activities	Contains up to two tabs: • **All** – Provides a list of all the training in which you are currently participating or booked including Course, Delivery Method, Schedule, and Room • **Web-Based Training** – Provides a list of all the web-based training in which you are currently participating
Completed Courses	Contains up to four tabs: • **All** – Provides a list of all the training you have completed including your name and Person ID, Course, Delivery Method, Date, Test Score/Pass (if applicable), and Room • **Classroom Training** – Provides a list of all the classroom training you have completed • **Web-Based Training** – Provides a list of all the web-based training you have completed • **Online Tests** – Provides a list of all the online tests you have completed

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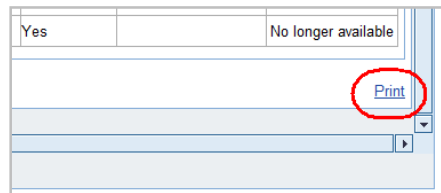## How to Print a Transcript

Using the scroll bar on the right side of the screen, scroll to the bottom of the screen	
Using the scroll bar at the bottom of the screen, scroll to the far right of the screen	
Click **Print**	
When the **Print** window appears, select your printer and click **Print**	