

# Learner: How To View, Export, Print, And/Or Save Transcript

1

Visit the following link:  
<http://uclc.uci.edu/>  
 Click **Login**  
 Log in with your UCnetID and Password

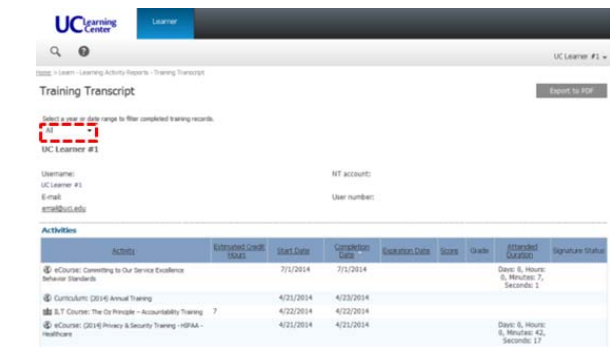
2

Click **Transcripts** located on the home page.



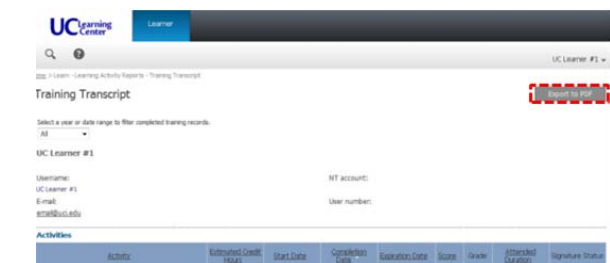
3

All completed training will be listed. You can filter training records by year, by selecting a year in the drop-down field located in the upper-left hand corner.  
 \* **Note: Training records are listed from newest to oldest completion.**



1

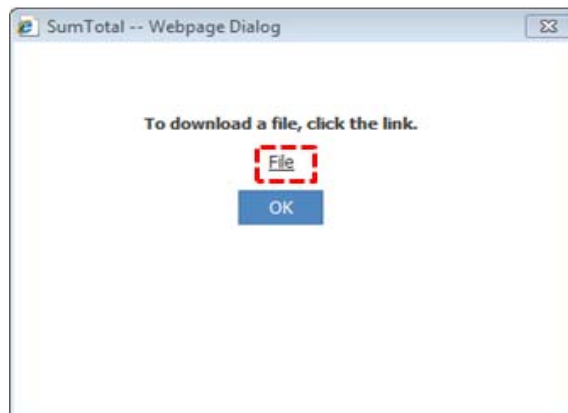
To export your training transcript into PDF format, click **Export to PDF** located in the upper-right hand corner.



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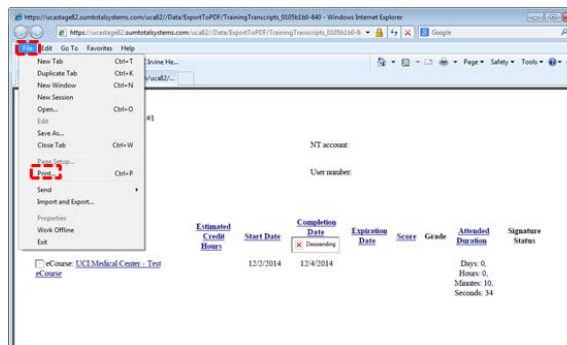
2

Click **File**.

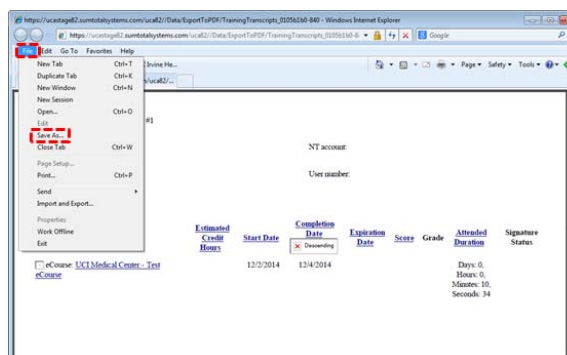


3

To print your training transcript, click **File** in your browser menu bar and select **Print....** Select your printer and configure your desired properties and click **Print** when completed.



To save your training transcript, click **File** in your browser menu bar and select **Save As....** Select a location to save the document, enter a name in the **File name:** field, and when complete click **Save**.



4

When complete, close the window. You will return to the UC Learning Center page. Click **OK** to close out of the **SumTotal -- Webpage Dialog** window and return to your training transcript page.

