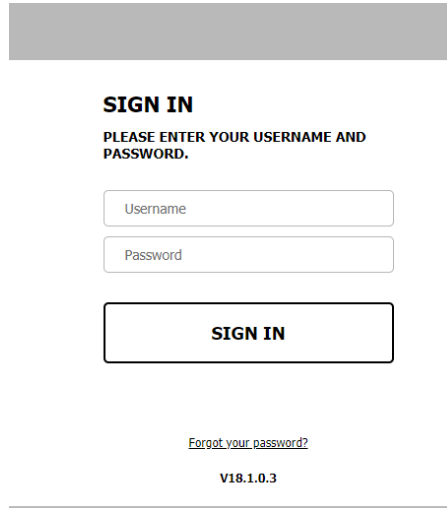


# TRAINING TRANSCRIPT

## 1. LOG IN

<https://academy.sumtotal.host>

- Your username is your work e-mail address
- First time users your password is password.



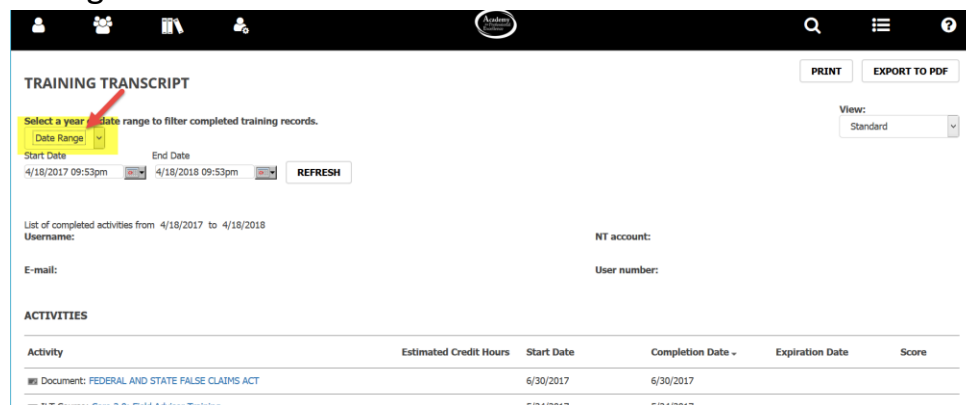
The screenshot shows a login interface with the following elements:

- SIGN IN** header
- Instruction: **PLEASE ENTER YOUR USERNAME AND PASSWORD.**
- Username input field
- Password input field
- SIGN IN** button
- [Forgot your password?](#) link
- Version: **V18.1.0.3**

## 2. From the home screen, click **TRANSCRIPT**



## 3. Change the **DATE RANGE** to **ALL**



The screenshot shows the 'TRAINING TRANSCRIPT' page. At the top right, there are 'PRINT' and 'EXPORT TO PDF' buttons. Below the title, there is a section for filtering records:

- Text: **Select a year and date range to filter completed training records.**
- Date Range** dropdown menu (highlighted with a yellow box and a red arrow pointing to it).
- Start Date: 4/18/2017 09:53pm
- End Date: 4/18/2018 09:53pm
- REFRESH** button
- View: Standard

Below the filter section, there is a list of completed activities from 4/18/2017 to 4/18/2018. The list includes fields for Username, E-mail, NT account, and User number.

**ACTIVITIES**

Activity	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score
Document: FEDERAL AND STATE FALSE CLAIMS ACT		6/30/2017	6/30/2017		
T Course: Crna 3.0: Field Advisor Training		5/24/2017	5/24/2017		

## 4. Click **EXPORT TO PDF**

## TRAINING TRANSCRIPT

### TRAINING TRANSCRIPT

Select a year or date range to filter completed training records.

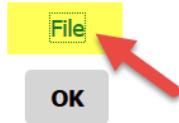
Date Range   
Start Date  End Date   
4/18/2017 09:53pm  4/18/2018 09:53pm  **REFRESH**

List of completed activities from 4/18/2017 to 4/18/2018

**PRINT** **EXPORT TO PDF**  
View:   
Standard

5. Click **FILE** to download

To download a file, click the link.



6. Click **OK**. Your file should now be located wherever your designated downloads are.