



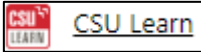
CSU Learn: Certificates of Completion

Spring 2019, Version 1

Training Transcript

The **Training Transcript** displays user information as well as details about your completed training (i.e., including trainings completed before December 31, 2018) such as Start Date, Completion Date, Score, and more. The Training Transcript is viewable by custom Date Range and may be printed as well as exported to PDF. In addition to obtaining the full transcript, users may also obtain their Certificates of Completion from the **Activities** list.

To navigate to the Training Transcript:

1. Log in to CSU Learn by visiting the [MyCalstateLA Portal](#) and logging in with your MyCalStateLA ID account.
2. Once logged in, click the **CSU Learn** Quicklaunch link 
3. A new tab will open in the browser and you will be logged in to **CSU Learn**.
4. Click the **Training Transcript** button on the homepage to view your completed training and certificates of completion (see Figure 1).

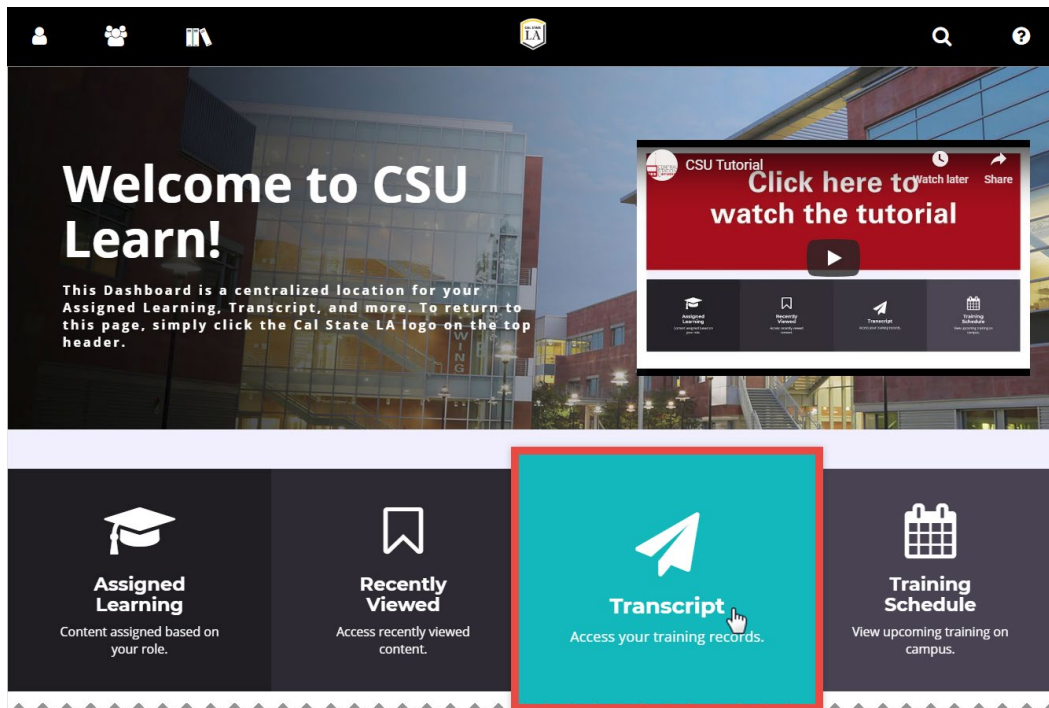


Figure 1 – CSU Learn homepage with Training Transcript highlighted

- The Training Transcript may be printed or exported to an Adobe PDF document and the details about the completed trainings may be viewed in the **Activities** section (see Figure 2).

TRAINING TRANSCRIPT PRINT EXPORT TO PDF

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

Date Range
 Start Date: 1/30/2018 11:46pm
 End Date: 1/30/2019 11:46pm
 REFRESH

List of completed activities from 1/30/2018 to 1/30/2019

E-mail: @calstatela.edu
 Manager:
 Primary organization: Los Angeles

User number:
 Primary job:

ACTIVITIES

Activity	Code	Estimated Credit Hours	Start Date	Completion Date	Expiration Date	Score	Signature Status	Instructor or Administrator Signature Date	Manager Signature Date	Learner Signature Date
Course: EDU: Eliminate Campus Sexual Misconduct (CSU)			11/7/2018	11/7/2018		100				
Course: Data Security & Privacy Information Security			6/11/2018	6/11/2018		100				

Figure 2 – User’s Training Transcript displayed

Viewing a Certificate of Completion


To view a certificate of completion:

- While in the **Training Transcript**, scroll to the **Activities** section at the bottom of the screen.
- Locate the desired completed training by verifying the name of the training in the **Activity** column.

ACTIVITIES

Activity	Code	Estimated Credit Hours
Course: EDU: Eliminate Campus Sexual Misconduct (CSU)		
Course: Data Security & Privacy Information Security		

Figure 3 – List of completed training in Activities section

- Once the desired training has been located, click the **Certificate button**  to view the certificate (see Figure 3).
- The certificate is display on the screen and may be printed if desired (see Figure 4).

NOTE: To download a PDF version of the certificate, click the **Print** button and use the **Print to PDF** or **Save as PDF** option. Before printing or saving, ensure the certificate is in the **Landscape** Orientation or Layout.



Figure 4 – User’s Certificate of Completion