

This job aid supports the process of downloading and saving your historical learning transcript from myUCF prior to Workday go-live on July 1, 2022.

Many of your training enrollments and completions for compliance trainings will be automatically brought into Workday, but your entire learning transcript may not be displayed for some of your other course completions.

If you would like to have a copy of your entire learning transcript available after go-live, you have two options:

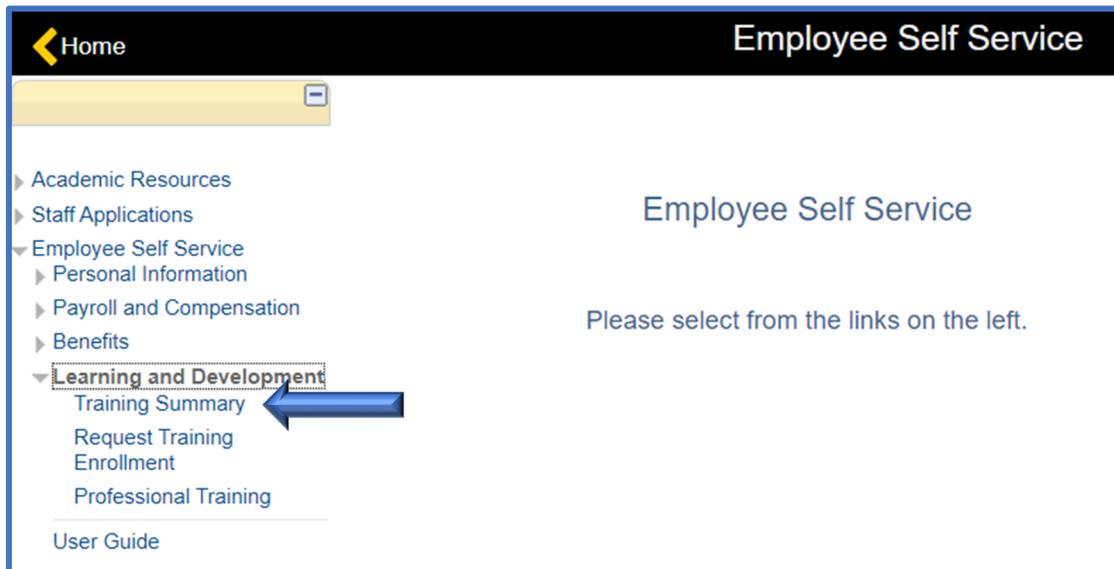
1. **Prior to June 24, 2022**, you can download a copy of your transcript using this job aid as a guide.
- OR-
2. If the need for your entire transcript arises **after July 1, 2022**, you will be able to submit a request to the new kNEXT office and they will pull this information for you.

To download a copy of your transcript, you will log into myUCF Employee Self Service and copy/paste your transcript into an Excel file. Detailed instructions are below.

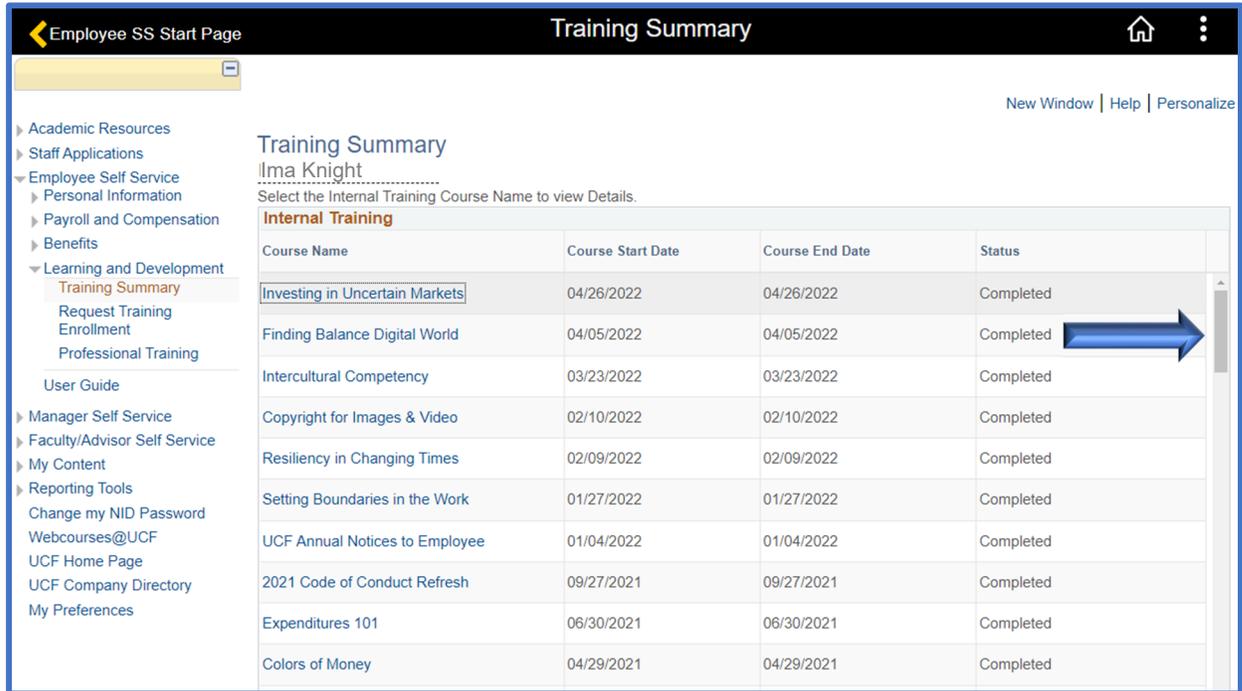
Note: If you prefer, you can also take screenshots of your transcript.

HOW TO COPY YOUR LEARNING TRANSCRIPT

1. Log into **my.ucf.edu** with your NID and NID Password
2. Navigate to **Employee Self Service > Learning and Development > Training Summary**



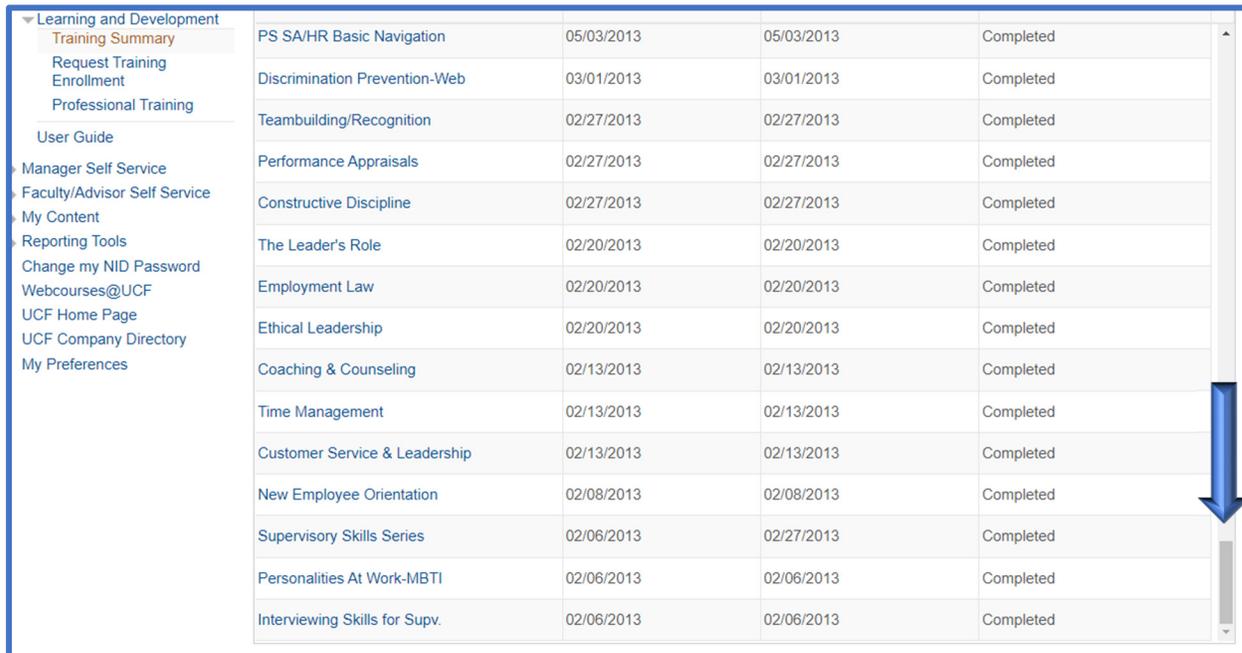
3. Your training summary will open with your course completions listed:



Training Summary
Ilma Knight
Select the Internal Training Course Name to view Details.

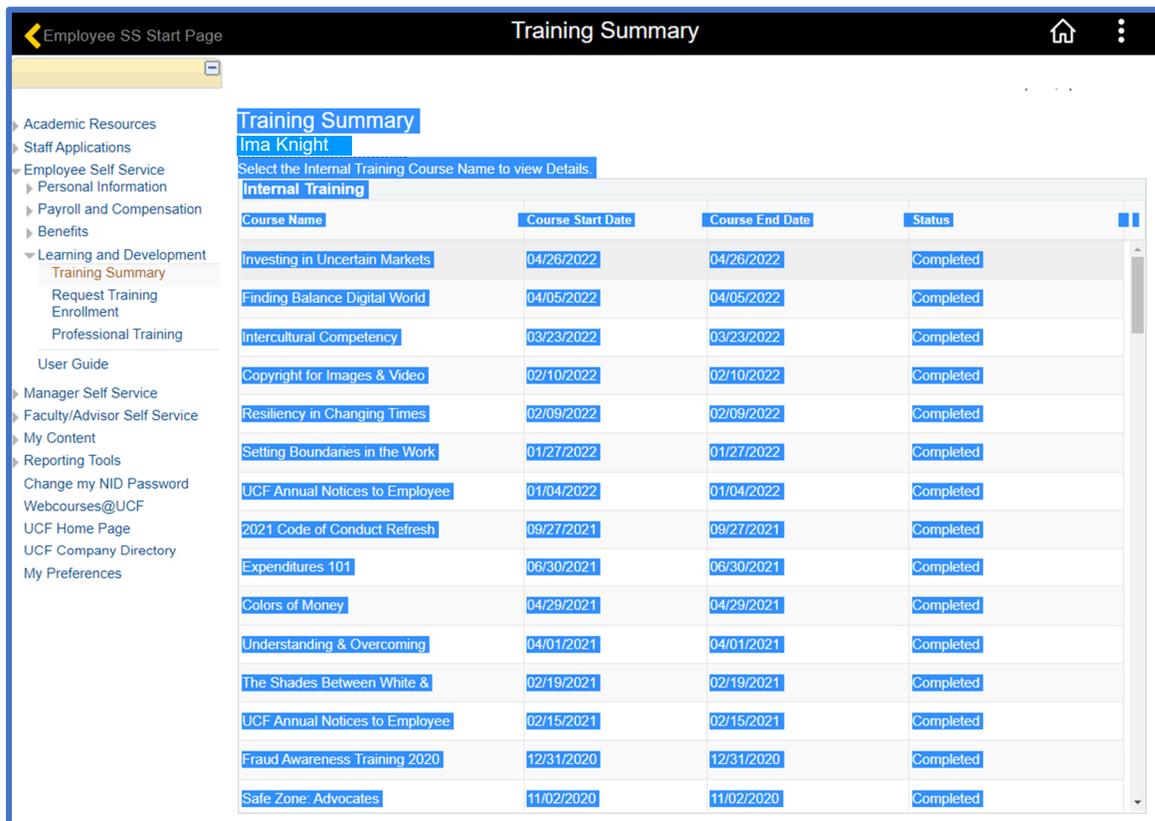
Course Name	Course Start Date	Course End Date	Status
Investing in Uncertain Markets	04/26/2022	04/26/2022	Completed
Finding Balance Digital World	04/05/2022	04/05/2022	Completed
Intercultural Competency	03/23/2022	03/23/2022	Completed
Copyright for Images & Video	02/10/2022	02/10/2022	Completed
Resiliency in Changing Times	02/09/2022	02/09/2022	Completed
Setting Boundaries in the Work	01/27/2022	01/27/2022	Completed
UCF Annual Notices to Employee	01/04/2022	01/04/2022	Completed
2021 Code of Conduct Refresh	09/27/2021	09/27/2021	Completed
Expenditures 101	06/30/2021	06/30/2021	Completed
Colors of Money	04/29/2021	04/29/2021	Completed

4. If there is a scroll bar on the right side of the screen due to the number of courses you have completed, click and drag the bar all the way to the bottom of your course list



PS SA/HR Basic Navigation	05/03/2013	05/03/2013	Completed
Discrimination Prevention-Web	03/01/2013	03/01/2013	Completed
Teambuilding/Recognition	02/27/2013	02/27/2013	Completed
Performance Appraisals	02/27/2013	02/27/2013	Completed
Constructive Discipline	02/27/2013	02/27/2013	Completed
The Leader's Role	02/20/2013	02/20/2013	Completed
Employment Law	02/20/2013	02/20/2013	Completed
Ethical Leadership	02/20/2013	02/20/2013	Completed
Coaching & Counseling	02/13/2013	02/13/2013	Completed
Time Management	02/13/2013	02/13/2013	Completed
Customer Service & Leadership	02/13/2013	02/13/2013	Completed
New Employee Orientation	02/08/2013	02/08/2013	Completed
Supervisory Skills Series	02/06/2013	02/27/2013	Completed
Personalities At Work-MBTI	02/06/2013	02/06/2013	Completed
Interviewing Skills for Supv.	02/06/2013	02/06/2013	Completed

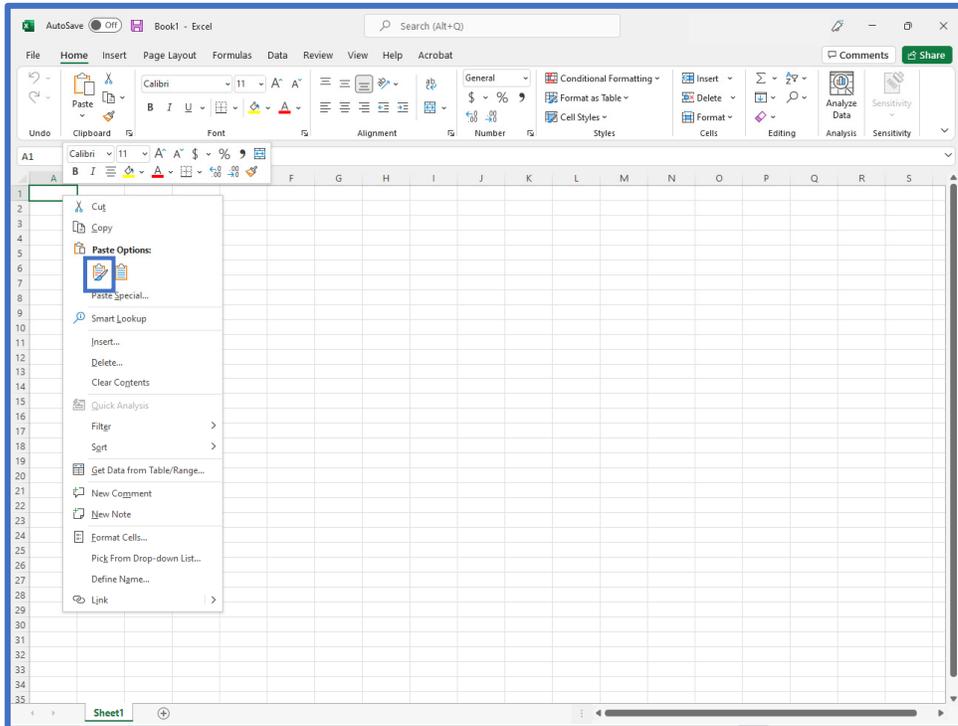
- 5. Use your mouse to highlight the transcript by doing the following:
 - a. Beginning in the bottom right-hand corner of your transcript at the end of the last line of the last course, click and hold your left mouse button
 - b. While holding your left mouse button, drag your mouse up to highlight your entire transcript including the header “Training Summary”
- 6. Once your entire transcript is highlighted, release your left mouse button and then right-click your mouse and select “Copy” OR click “Ctrl” + “C” to copy the information



Course Name	Course Start Date	Course End Date	Status
Investing in Uncertain Markets	04/26/2022	04/26/2022	Completed
Finding Balance Digital World	04/05/2022	04/05/2022	Completed
Intercultural Competency	03/23/2022	03/23/2022	Completed
Copyright for Images & Video	02/10/2022	02/10/2022	Completed
Resiliency in Changing Times	02/09/2022	02/09/2022	Completed
Setting Boundaries in the Work	01/27/2022	01/27/2022	Completed
UCF Annual Notices to Employee	01/04/2022	01/04/2022	Completed
2021 Code of Conduct Refresh	09/27/2021	09/27/2021	Completed
Expenditures 101	06/30/2021	06/30/2021	Completed
Colors of Money	04/29/2021	04/29/2021	Completed
Understanding & Overcoming	04/01/2021	04/01/2021	Completed
The Shades Between White &	02/19/2021	02/19/2021	Completed
UCF Annual Notices to Employee	02/15/2021	02/15/2021	Completed
Fraud Awareness Training 2020	12/31/2020	12/31/2020	Completed
Safe Zone: Advocates	11/02/2020	11/02/2020	Completed

PASTE YOUR TRAINING HISTORY INTO EXCEL

1. Open Excel and on a blank worksheet paste the copied data
 - a. Click your mouse to select cell “A1”
 - b. Right-click your mouse and in the pop-up menu under “Paste Options,” left-click to select the paintbrush icon on the left OR click “Ctrl” + “V” to paste the data



2. The data will now be listed in the Excel worksheet

Training Summary						
Ima Knight						
Select the Internal Training Course Name to view Details.						
Internal Training						
Course Name	Course Start Date	Course End Date	Status			
Investing in Uncertain Markets	4/26/2022	4/26/2022	Completed			
Finding Balance Digital World	4/5/2022	4/5/2022	Completed			
Intercultural Competency	3/23/2022	3/23/2022	Completed			
Copyright for Images & Video	2/10/2022	2/10/2022	Completed			
Resiliency in Changing Times	2/9/2022	2/9/2022	Completed			
Setting Boundaries in the Work	1/27/2022	1/27/2022	Completed			
UCF Annual Notices to Employee	1/4/2022	1/4/2022	Completed			
2021 Code of Conduct Refresh	9/27/2021	9/27/2021	Completed			
Expenditures 101	6/30/2021	6/30/2021	Completed			
Colors of Money	4/29/2021	4/29/2021	Completed			
Understanding & Overcoming	4/1/2021	4/1/2021	Completed			
The Shades Between White &	2/19/2021	2/19/2021	Completed			
UCF Annual Notices to Employee	2/15/2021	2/15/2021	Completed			
Fraud Awareness Training 2020	12/31/2020	12/31/2020	Completed			
Safe Zone: Advocates	11/2/2020	11/2/2020	Completed			
What is Racial Healing?	10/22/2020	10/22/2020	Completed			
Annual Code of Conduct 2020	9/14/2020	10/14/2020	Completed			

3. To save the file:

- a. Click the **“File”** drop-down menu in the ribbon at the top of the screen
- b. Select **“Save As”**
- c. Select the location where you want to save the file and enter a file name
- d. Click **“Save”**

Note: The official transcripts are not going to be removed from the system after we go-live with Workday, but you just will not have access to them through the current Employee Self Service.