

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

KHome	Employee Self Service
-	
Academic Resources	Employee Self Service
Statt Applications     Employee Self Service     Personal Information	Employee Sen Service
<ul> <li>Payroll and Compensation</li> <li>Benefits</li> </ul>	Please select from the links on the left.
Learning and Development Training Summary	
Request Training Enrollment	
Professional Training	
User Guide	



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

Employee SS Start Page		Training Summary		<u>ش</u> :
Academic Resources Staff Applications Employee Self Service Personal Information	Training Summary Ilma Knight Select the Internal Training Course Name to	view Details.		New Window   Help   Personaliz
Benefits	Course Name	Course Start Date	Course End Date	Status
Learning and Development     Training Summary     Descuert Training	Investing in Uncertain Markets	04/26/2022	04/26/2022	Completed
Enrollment	Finding Balance Digital World	04/05/2022	04/05/2022	Completed
User Guide	Intercultural Competency	03/23/2022	03/23/2022	Completed
Manager Self Service	Copyright for Images & Video	02/10/2022	02/10/2022	Completed
My Content	Resiliency in Changing Times	02/09/2022	02/09/2022	Completed
<ul> <li>Reporting Tools</li> <li>Change my NID Password</li> </ul>	Setting Boundaries in the Work	01/27/2022	01/27/2022	Completed
Webcourses@UCF	UCF Annual Notices to Employee	01/04/2022	01/04/2022	Completed
UCF Company Directory	2021 Code of Conduct Refresh	09/27/2021	09/27/2021	Completed
My Preferences	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

<ul> <li>Learning and Development</li> </ul>					
Training Summary	PS SA/HR Basic Navigation	05/03/2013	05/03/2013	Completed	^
Request Training Enrollment	Discrimination Prevention-Web	03/01/2013	03/01/2013	Completed	
Professional Training	Teambuilding/Recognition	02/27/2013	02/27/2013	Completed	
User Guide					
Manager Self Service	Performance Appraisals	02/27/2013	02/27/2013	Completed	
Faculty/Advisor Self Service My Content	Constructive Discipline	02/27/2013	02/27/2013	Completed	
Reporting Tools	The Leader's Role	02/20/2013	02/20/2013	Completed	
Webcourses@UCF	Employment Law	02/20/2013	02/20/2013	Completed	
UCF Home Page UCF Company Directory	Ethical Leadership	02/20/2013	02/20/2013	Completed	
My Preferences	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	J
	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

Employee SS Start Page		Training Summ	ary		ሴ	:
Θ						
Academic Resources Staff Applications Employee Self Service Personal Information Payroll and Compensation	Training Summary Ima Knight Select the Internal Training Course Name to Internal Training	view Details.				
Benefits Learning and Development	Course Name			Completed		<u>^</u>
Training Summary Request Training Enrollment	Finding Balance Digital World	04/05/2022	04/05/2022	Completed		
Professional Training	Intercultural Competency	03/23/2022	03/23/2022	Completed		
User Guide	Copyright for Images & Video	02/10/2022	02/10/2022	Completed		
Manager Self Service Faculty/Advisor Self Service Miconduct	Resiliency in Changing Times	02/09/2022	02/09/2022	Completed		
Reporting Tools	Setting Boundaries in the Work	01/27/2022	01/27/2022	Completed		
Webcourses@UCF	UCF Annual Notices to Employee	01/04/2022	01/04/2022	Completed		
UCF Home Page	2021 Code of Conduct Refresh	09/27/2021	09/27/2021	Completed		
My Preferences	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

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

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1	Training	Summ	nary																
2	-	Ima Knight																	
3																			
16		Select the I	Internal Tr	aining C	ourse	Name to	view [	Detail	S.										
17			Internal	Traini	ng														
18			Course Name			Course Start Dat	е		Cou End	urse I Date			Statu	18					
19			Investin	g in Un	certai	in Marke	ts										4/26/2022	4/26/2022	Completed
20			Finding	Balanc	e Digi	tal Worl	1										4/5/2022	4/5/2022	Completed
21			Intercul	tural Co	ompe	tency											3/23/2022	3/23/2022	Completed
22			Copyrig	ht for li	mages	& Vide	2										2/10/2022	2/10/2022	Completed
23			Resilien	icy in C	hangi	ng Time:											2/9/2022	2/9/2022	Completed
24			Setting I	Bounda	iries i	n the W	ork										1/27/2022	1/27/2022	Completed
25			UCF Ann	nual No	tices	to Emplo	yee										1/4/2022	1/4/2022	Completed
26			2021 Co	de of C	onduc	t Refres	h										9/27/2021	9/27/2021	Completed
27			Expendi	itures 1	01												6/30/2021	6/30/2021	Completed
28			Colors o	f Mone	ey.												4/29/2021	4/29/2021	Completed
29			Underst	anding	& Ov	ercomin	g										4/1/2021	4/1/2021	Completed
30			The Sha	des Be	tweer	white	<u>&amp;</u>										2/19/2021	2/19/2021	Completed
31			UCF Ann	nual No	tices	to Emplo	yee										2/15/2021	2/15/2021	Completed
32			Fraud Av	warene	ess Tra	ining 20	20										12/31/2020	12/31/2020	Completed
33			Safe Zor	ne: Adv	ocate	<u>s</u>											11/2/2020	11/2/2020	Completed
34			What is	Racial I	Healin	ig?											10/22/2020	10/22/2020	Completed
35			Annual	Code o	f Cond	duct 202	2										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.

