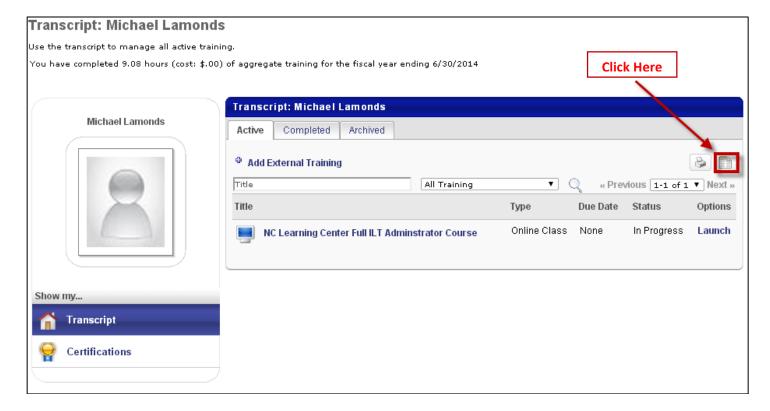
## **How To Run a Transcript Report**

1. After logging on to the LMS through BEACON, click the MY TRAINING AND TRANSCRIPT icon on the home page.



2. On your transcript page, move your cursor over to the right side of the screen and click on the transcript report icon. Clicking on this icon takes you to the report screen where you enter all pertinent details.



3. Once you get to the Transcript Report, please enter all pertinent details into the report selection screen. For this example, I selected the TRAINING END DATE and I set the DATE CRITERIA as 11/01/2013 TO 02/11/2014. These dates concide with the implementation of LMS for NCDPS. As you will notice, I also selected the INCLUDE COMPLETED TRAINING ONLY as well as the SHOW ALL HISTORICAL INSTANCES OF COMPLETION IF THE USER HAS COMPLETED MORE THAN ONE INSTANCE. At that time, you should click on the EXPORT TO EXCEL hyperlink and the desired report will open in Excel Format and you are given the option to PRINT.

