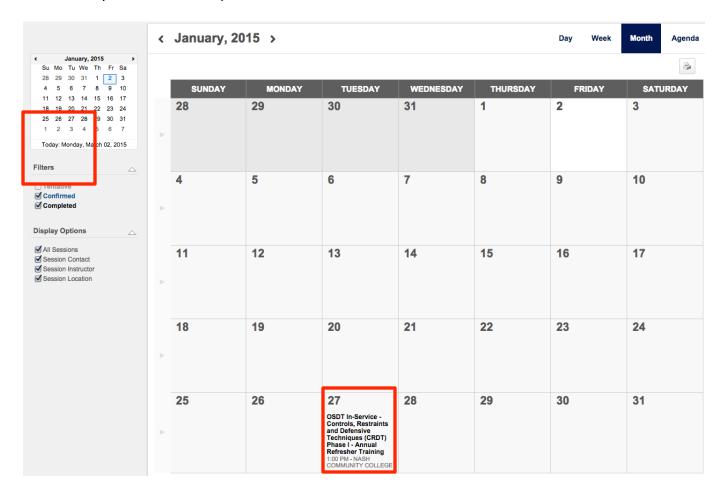


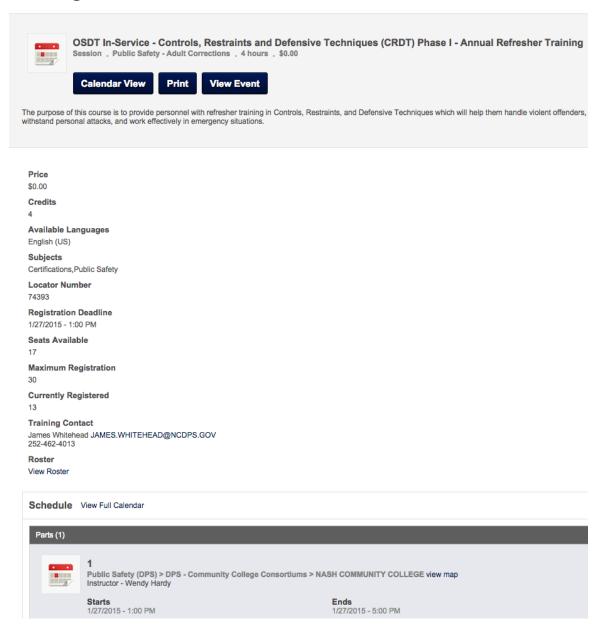


- 1. Login to **BEACON**, click on the **LEARNING TAB**. Select the **ILT ADMIN** on top menu bar, next select **VIEW YOUR SESSIONS**
- 2. Select **COMPLETED** under Filters. At this screen you are able to navigate the calendar as needed to find the date for your session. Once found, click on the session for detail information or you can hover over it with your mouse for a quick view.



3. The training details will be listed for the session.

Training Details



4. Please contact your Training Coordinator or Basic ILT for any questions regarding your session.