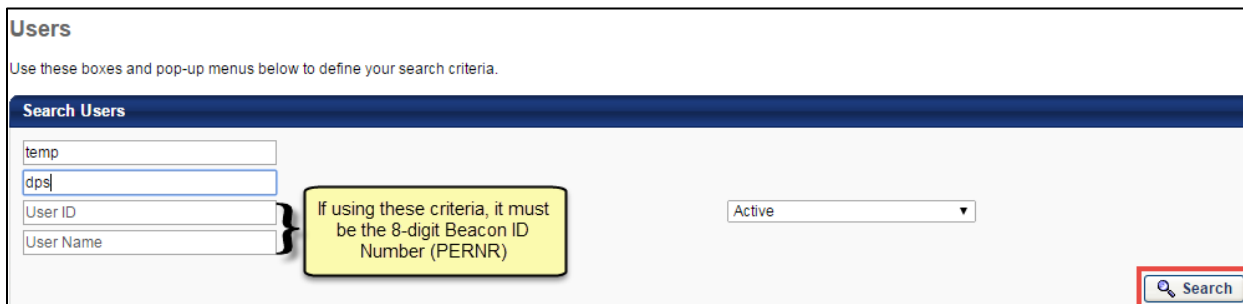


Viewing an Individual User's Transcript

1. After logging in to the LMS through BEACON, click the **ADMIN** tab and select **USERS**,

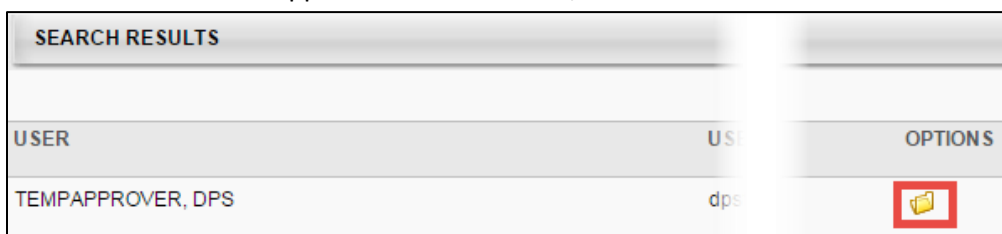



2. Enter the user criteria and status.



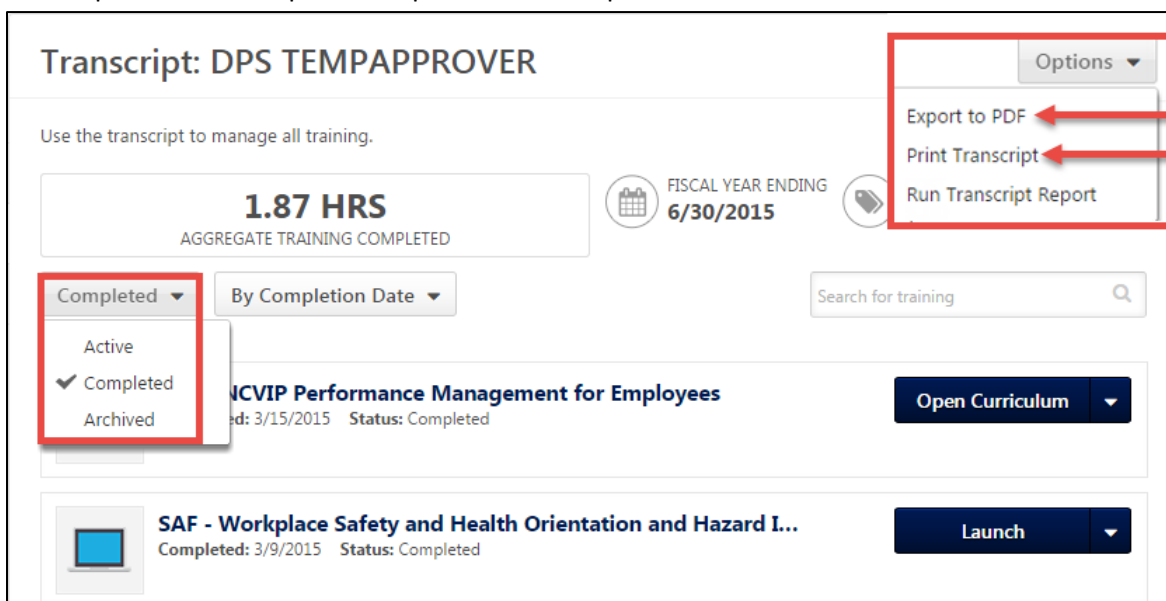
Then click **SEARCH**.

3. The search results will appear. Under **OPTIONS**, click the folder icon.



SEARCH RESULTS		
USER	US	OPTIONS
TEMPAPPROVER, DPS	dps	

4. The employee's transcript will open. You can toggle between the active, completed, and archived transcript. You can also print or export the transcript.



Transcript: DPS TEMPAPPROVER

Use the transcript to manage all training.

1.87 HRS
AGGREGATE TRAINING COMPLETED

FISCAL YEAR ENDING 6/30/2015

Options ▼

- Export to PDF
- Print Transcript
- Run Transcript Report

Completed ▼ By Completion Date ▼ Search for training

Active
✓ Completed
Archived

NCVIP Performance Management for Employees
Completed: 3/15/2015 Status: Completed

Open Curriculum ▼

SAF - Workplace Safety and Health Orientation and Hazard I...
Completed: 3/9/2015 Status: Completed

Launch ▼