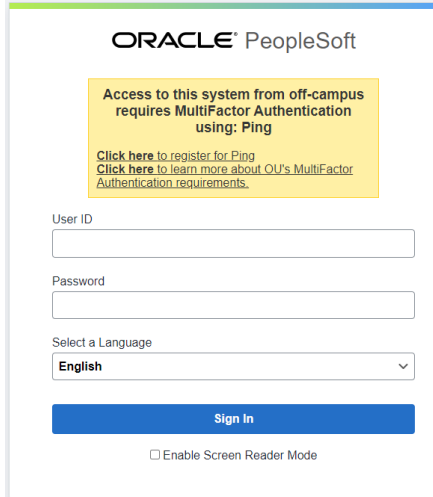


# Access Training Transcript in Employee Self-Service.

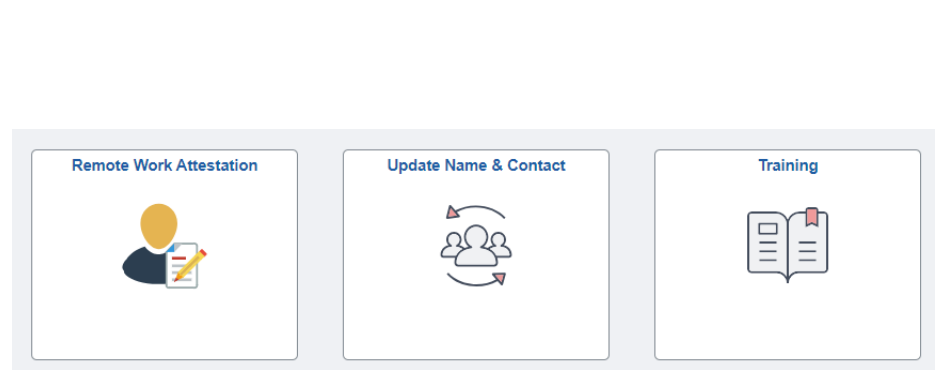
In this guide, you will learn the following:

- How to access your training transcript in Employee Self-Service.

## 1. Log into Employee Self-Service.



## 2. Select the Training icon/ square.



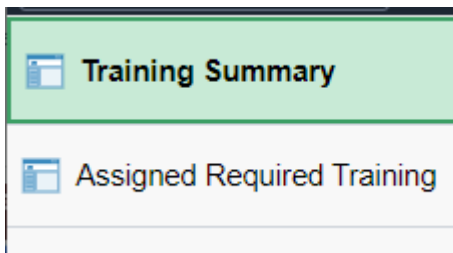
[Log into Employee Self-Service.](#) Use your Network ID (Username or OU NET ID) and password.

You may/ may not receive a Ping ID verification notice. If you do, authorize access.

When you arrive at the homepage for Employee Self-Service, search for the Training icon/square and select it.

**IMPORTANT:** Your cybersecurity completion certificate will be available via the KnowBe4 website. To learn how to access your certificate of completion, [select this link.](#)

## 3. Select Training Summary.



On the next page, select Training Summary in the upper left-hand corner of the page. This will reveal a summary of all the training you have completed up to today's date.

## 4. Review Your Transcript & Verify Completion.

Course Name	Course Start Date	Course End Date	Status
<a href="#">Preventing Hrsmnt Non Suprvs</a>	10/11/2023	10/11/2023	Enrolled
<a href="#">Successfully Navigating Challe</a>	09/25/2023	09/25/2023	Completed
<a href="#">Creating Calm: Relaxing Your M</a>	09/20/2023	09/20/2023	Completed
<a href="#">HIPAA</a>	08/29/2023	09/08/2023	Completed

When your training summary loads, review the transcript to verify you have/ have not completed your required training and/or your recommended training courses.

Ensure you are verifying completion for the correct year by checking the End Date of each course and the status of each course.