

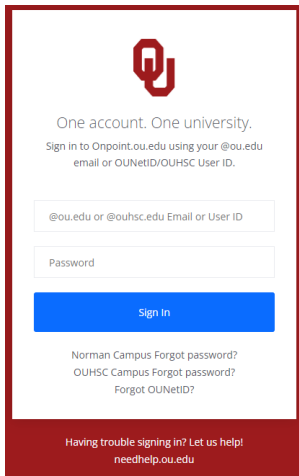
# How to Access Training Transcripts – Managers

In this section, a manager will learn the following:

- How to access an employee’s training transcript via our learning management system (LMS).
- How to confirm employees have completed their cybersecurity training.

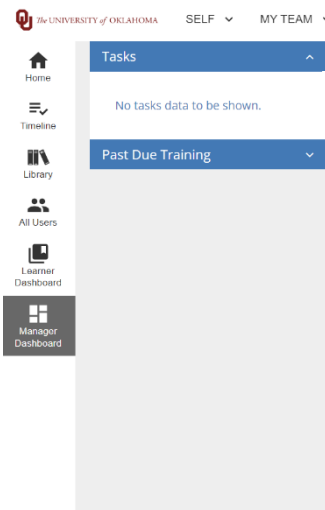
If you have additional questions about this process, please contact your supervisor or the Human Resources department.

## 1. Log into OnPoint.



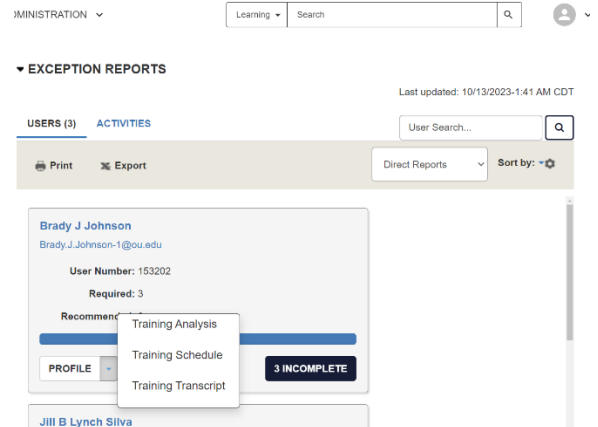
Log into OnPoint using your OU Network ID (Username or OU NET ID) and password.

## 2. Select Tasks. Then Past Due Training.



Next, select Tasks, then Past Due Training to reveal all training your employees have been assigned and/or recommended.

## 3. Select from the Profile dropdown menu.



Find the employee you are searching for. Then, select Training Transcript from the Profile dropdown menu.

This will open their training transcript. From there, you can print the transcript into a PDF or paper copy.

## IMPORTANT NOTICE:

You will see that the required Cybersecurity courses are not listed on the training transcript found in our learning management system (LMS). You must request a copy of the completion certificate from your employees to verify that they have completed this required training.