Berkeley People & Culture

Training Transcript

To get to the Learning Center, go to: *https://uc.sumtotal.host/Core/dash/home?domain=4*

Step	Screen View	Instructions
1.		In order to view your past course completions on your Training Transcript, you must first log into your UCLC account. On the homepage, click on the Transcript & Certificates (Training Transcript) to get to your Training Transcript.

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| 2. | **TRAINING TRANSCRIPT**

Select a year or date range to filter completed training records.

Date Range ⌄

Start Date   End Date
4/4/2023 12:40pm   4/4/2024 12:40pm   **REFRESH**

List of completed activities from 4/4/2023 to 4/4/2024
Username:

Primary organization:

E-mail:

ACTIVITIES

Activity ⌄

eCourse: Workplace Safety
Code : BE-EHS502-ECO

eCourse: UCB Guidelines on Protecting Workers from COVID-19
Code : BE-EHS207-ECO

eCourse: UC Sexual Violence and Sexual Harassment Prevention for Non-Supervisors
Code : SVSAST-BE-ECO | When you get to your Training Transcript, it will show you the most recent courses that you completed within the past year. |

3.	**TRAINING TRANSCRIPT** Select a year or date range to filter completed training records. All ▾ Username: Primary job: Primary organization: Manager: E-mail: User number: **ACTIVITIES** 	Activity ▾	Completion Status	Start Date
⊡ ⊛ eCourse: Workplace Safety Code: BE-EHS502-ECO	Attended	5/5/2023
⊡ ⊛ eCourse: UCB Guidelines on Protecting Workers from COVID-19 Code: BE-EHS207-ECO	Attended	4/27/2023
⊡ ⊛ eCourse: UC Sexual Violence and Sexual Harassment Prevention for Non-Supervisors Code: SVSAST-BE-ECO	Attended	5/5/2023
⊡ ⊛ eCourse: UC Managing Implicit Bias Series: Managing Implicit Bias in the Hiring Process Code: BE-IMPBIAS6-ECO	Attended	6/20/2023
⊡ ⊛ eCourse: UC Cyber Security Awareness Fundamentals Code: SECURITY-BE-ECO	Attended	3/28/2024		To view all of the completions that occurred prior to the current year, you must update the Date Range drop-down menu to ALL.
4.	PRINT EXPORT TO PDF **TRAINING TRANSCRIPT** Select a year or date range to filter completed training records. All ▾ Username: Primary job: PRINT EXPORT TO PDF	If you would like to download a copy of your transcript, simply click on the Export to PDF button in the top-right side of the page.