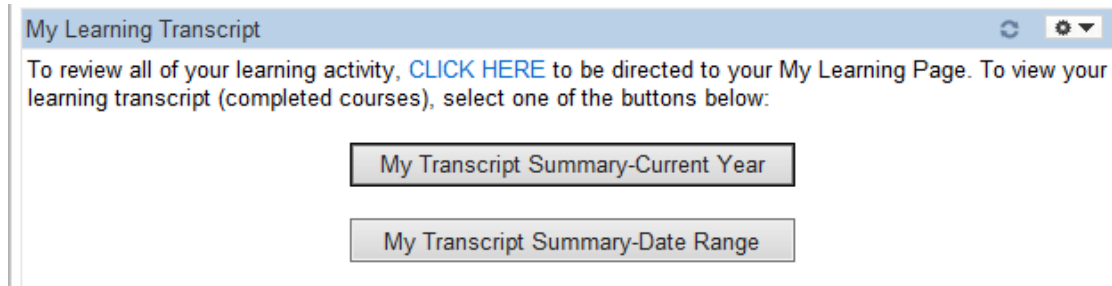


JOB AIDE: How to print your ONELINK LEARNING transcript:

1. On the lower left side of the main screen of OneLink Learning under My Learning Transcript you will see two options for printing your transcript:



2. Click the first box “My Transcript Summary-Current Year”. This will bring up all the OneLink modules that you have completed.
3. Right click on the page and choose “Print”. Make sure you are printing to the correct printer and click “Print”. This will print your transcript.

OR

JOB AIDE: How to print your ONELINK LEARNING transcript:

1. Log into OneLink Learning
2. Click on “My Learning”
3. In the drop down box, choose “Transcript (Completion History)”
4. Click “GO”
5. Right click anywhere on the page and choose “Print”.
6. Choose the printer you want to print from and click “Print”
7. If your transcript is more than one page, you will need to do this for each page.