Viewing Transcript/Print Certificate

- 1. Once logged into K@TE, click *Learning* on the menu bar.
- 2. Select View Your Transcript.
- 3. By default, only active classes are shown. To see completed classes, locate the Active button.

	Search
Kome Learning Reports ILT Content Admin Certification E-Commerce In Friday, July 30, 2021 from 7.08 PM COT to Esturday, July 31, 2021 at 1.30 AM COT, your pertail will be briefly unevailable due to a software update.	o
Bio * Transcript User Record *	anny Q
Search Results (0)	
¢ornerstone	overred by Comerstone OnDemand, Inc. 602000-2021 All Rights Reserved. Terms - Privacy - Cookies

- 4. Click on the Active button, it will open a drop-down menu.
- 5. Select Completed.

Municipal Technical Advisory Service	2
Home Learning Reports ILT Content Admin Certification E-Commerce	
Bio * Transcript User Record *	
Active * By Due Date * All Types * V Active Completed Archived Removed	
Cornerstone Ordenand, Inc. 6000-0001 Al Fights Reserved. Terms - Privacy - Cooless	

6. A list is now displayed with all your completed classes.



Municipal Technical Advisory Service

	Search	a 🗖 e
ne Learning Reports ILT Content Admin Certification E-Commerce		
riday, July 30, 2021 from 7:30 PM CDT to Saturday, July 31, 2021 at 1:30 AM CDT, your portal will be briefly unavailable due to a software update.		
Bio - Transcript User Record -		
Transcript:		ſ
Use the transcript to manage all active and completed training.		, ,
Completed By Completion Date All Types	Search for training O,	
Search Results (52)		
2021 Business Tax Administration Update (Starts 7/27/2021 8:30 AM) Completed: 7/27/2021 Batate: Completed	View Completi 👻	

- 7. If you wish to print your certificate of completion, locate the *View Completion* button, the right of the class title.
- 8. A drop-down menu will open.

	Search Q
ome Learning Reports ILT Content Admin Certification E-Commerce	
n Pródzy, July 30, 2221 from 7.35 PM CDT to Staturdzy, July 31, 2221 at 1.30 AM CDT, your portal will be brinfly unavailable due to a software update. Bio Transcript User Record	
Completed * By Completion Date * All Types * Search free Search free Search (\$2)	e training Q
2021 Business Tax Administration Update (Starts 7/27/2021 8:30 AM) Completed: 7/27/2021 Status: Completed	View Completi View Completion Page View Continue
	View Training Details Move to Archived Transcript

- 9. Select View Certificate.
- 10. A new window will open with the certificate.

