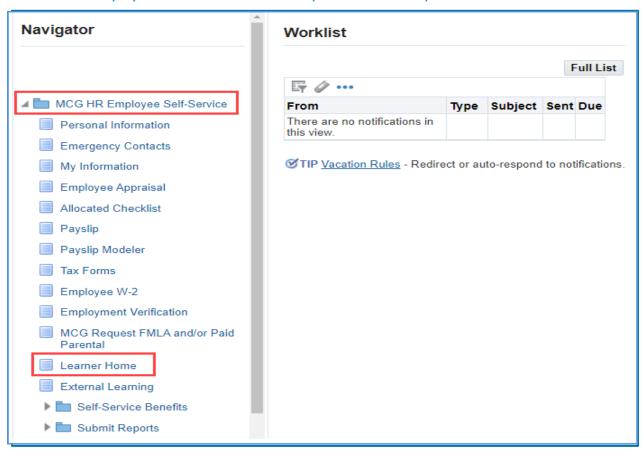
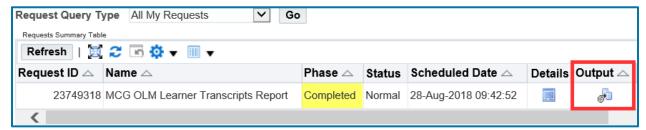
ACCESS LEARNER TRANSCRIPT

ORACLE LEARNING MANAGEMENT (OLM) JOB AID

From Employee Self Service (ESS), click
MCG HR Employee Self-Service > Submit Reports > Submit Reports



- 2. Click the Magnifying Glass next to Program Name.
- 3. A new search window opens. Click Go.
- 4. Click the Quick Select icon next to MCG OLM Learner Transcripts Report.
- 5. Click Continue.
- 6. Click Submit. (Or go Back to modify the request; Cancel to cancel the request entirely)
- 7. A confirmation will appear. Click OK.
- 8. A table with your pending request will appear. Once the phase is "Completed" click the Output icon.



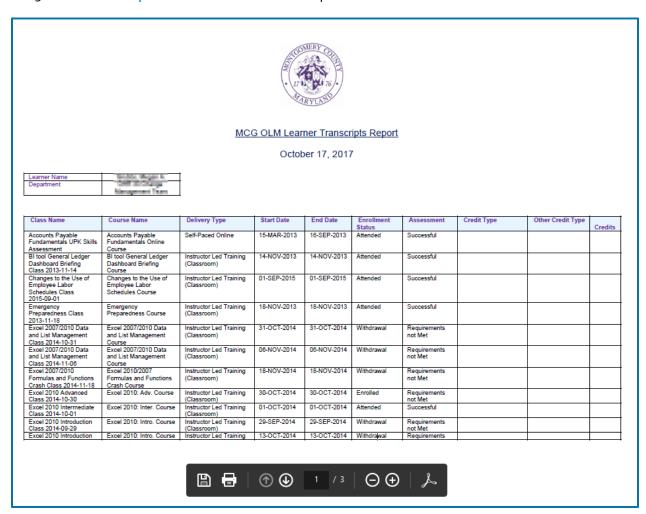


ADDITIONAL INFO

- Your transcript will appear within your browser.
- You will have the option to view and save it as a PDF.

Once run, you can access this same report again by conducting the following steps:

- Click on MCG HR Employee Self Service.
- 2. Click View Reports (rather than Submit Reports).
- 3. Click the Output icon next to the desired report.



Still stuck? VISIT OUR SITE to get more help navigating OLM, getting access to Oracle, and more.

