ACCESS LEARNER TRANSCRIPT

1. 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.

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- 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:

1. 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.

MCG OLM Learner Transcripts Report

October 17, 2017

| Learner Name | |
| Department | |

Class Name	Course Name	Delivery Type	Start Date	End Date	Enrollment Status	Assessment	Credit Type	Other Credit Type	Credits
Accounts Payable Fundamentals UPK Skills Assessment	Accounts Payable Fundamentals Online Course	Self-Paced Online	15-MAR-2013	16-SEP-2013	Attended	Successful			
BI tool General Ledger Dashboard Briefing Class 2013-11-14	BI tool General Ledger Dashboard Briefing Course	Instructor Led Training (Classroom)	14-NOV-2013	14-NOV-2013	Attended	Successful			
Changes to the Use of Employee Labor Schedules Class 2015-09-01	Changes to the Use of Employee Labor Schedules Course	Instructor Led Training (Classroom)	01-SEP-2015	01-SEP-2015	Attended	Successful			
Emergency Preparedness Class 2013-11-18	Emergency Preparedness Course	Instructor Led Training (Classroom)	18-NOV-2013	18-NOV-2013	Attended	Successful			
Excel 2007/2010 Data and List Management Class 2014-10-31	Excel 2007/2010 Data and List Management Course	Instructor Led Training (Classroom)	31-OCT-2014	31-OCT-2014	Withdrawal	Requirements not Met			
Excel 2007/2010 Data and List Management Class 2014-11-06	Excel 2007/2010 Data and List Management Course	Instructor Led Training (Classroom)	06-NOV-2014	06-NOV-2014	Withdrawal	Requirements not Met			
Excel 2007/2010 Formulas and Functions Crash Class 2014-11-18	Excel 2010/2007 Formulas and Functions Crash Course	Instructor Led Training (Classroom)	18-NOV-2014	18-NOV-2014	Withdrawal	Requirements not Met			
Excel 2010 Advanced Class 2014-10-30	Excel 2010: Adv. Course	Instructor Led Training (Classroom)	30-OCT-2014	30-OCT-2014	Enrolled	Requirements not Met			
Excel 2010 Intermediate Class 2014-10-01	Excel 2010: Inter. Course	Instructor Led Training (Classroom)	01-OCT-2014	01-OCT-2014	Attended	Successful			
Excel 2010 Introduction Class 2014-09-29	Excel 2010: Intro. Course	Instructor Led Training (Classroom)	29-SEP-2014	29-SEP-2014	Withdrawal	Requirements not Met			
Excel 2010 Introduction	Excel 2010: Intro. Course	Instructor Led Training	13-OCT-2014	13-OCT-2014	Withdrawal	Requirements			

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

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