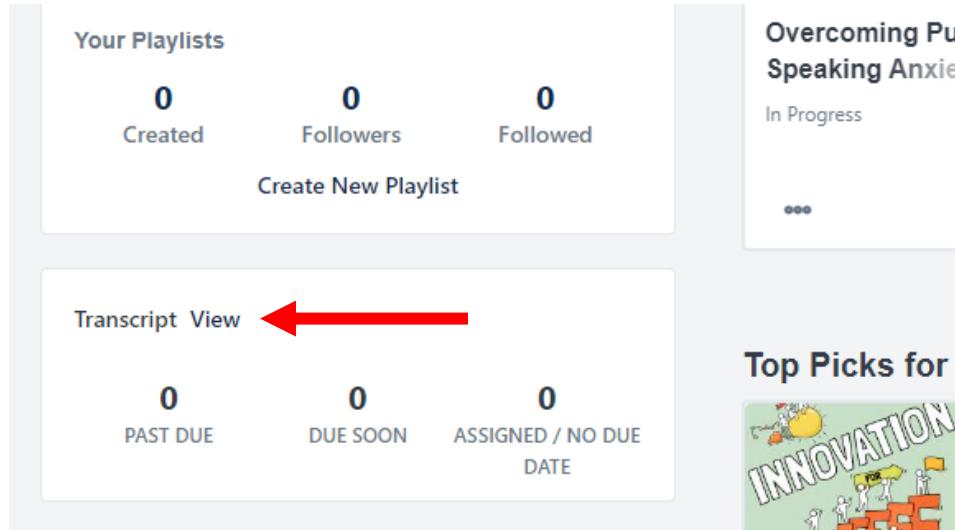


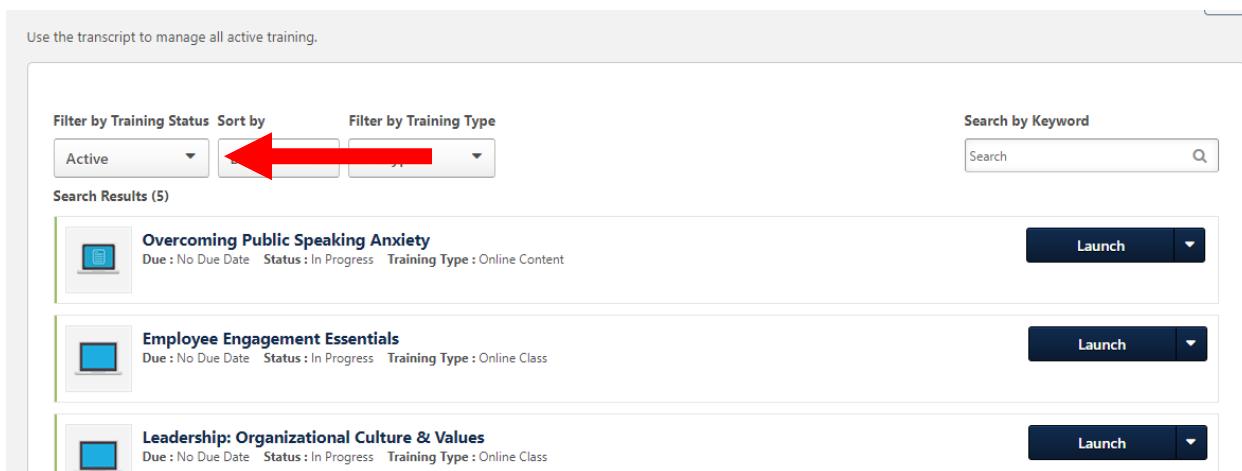
How to Access Cornerstone Transcript for Completed Items

1. From your Cornerstone Homepage, click on “View”.



The screenshot shows the Cornerstone homepage. On the left, there's a section titled "Your Playlists" with statistics: 0 Created, 0 Followers, and 0 Followed. Below this is a "Create New Playlist" button. To the right, there's a list of training items. The first item is "Overcoming Public Speaking Anxiety" (Status: In Progress). Below the list is a "Top Picks for" section with an "INNOVATION" graphic. In the center, there's a box titled "Transcript View" with statistics: 0 PAST DUE, 0 DUE SOON, and 0 ASSIGNED / NO DUE DATE. A red arrow points to the "Transcript View" title.

2. From Transcript page, use the dropdown to sort by “Active”, “Completed”, or “Archived”.



The screenshot shows the "Transcript" page. At the top, there are filters for "Filter by Training Status" (set to "Active") and "Sort by" (with a red arrow pointing to it), and "Filter by Training Type". To the right is a "Search by Keyword" field. Below these are "Search Results (5)". Each result card includes a thumbnail, the course name, due date, status, training type, and a "Launch" button. The results are: "Overcoming Public Speaking Anxiety" (Status: In Progress), "Employee Engagement Essentials" (Status: In Progress), and "Leadership: Organizational Culture & Values" (Status: In Progress).

Home > Melinda Daun > Transcript: Melinda Daun

Transcript: [REDACTED] ...

Use the transcript to manage all active training.

Filter by Training Status Sort by Filter by Training Type Search by Keyword

Completed . Types . Search Search

Search Results (1)

	SPC Information Security Awareness Training 2024 Completed : 2/20/2024 Status : Completed Training Type : Curriculum	View Completo... .
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3. Click on “View Completion” to view your certificate of completion.

Home > Melinda Daun > Transcript: Melinda Daun

Transcript: Melinda Daun ...

Use the transcript to manage all active training.

Filter by Training Status Sort by Filter by Training Type Search by Keyword

Completed . Completion Date . All Types . Search Search

Search Results (1)

	SPC Information Security Awareness Training 2024 Completed : 2/20/2024 Status : Completed Training Type : Curriculum	. View Completo...
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4. Click on “View My Certificate” and a printable version will be available.

Training Completion

You have completed **SPC Information Security Awareness Training 2024** on **1/29/2024!**

What's next?

 [View My Certificate](#) .