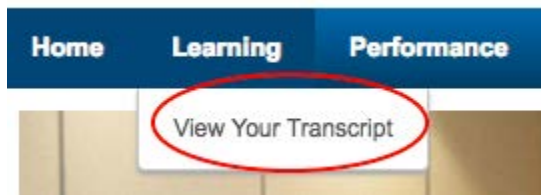


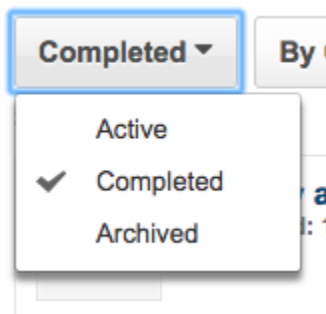
Talent @VCU

EMPLOYEE INSTRUCTIONS TO CHECK TRAINING COMPLETION

1. Log-in to Talent@VCU
 - Go to web address: www.go.vcu.edu/talentatvcu
 - Use to VCU eID to log-in
2. Navigate to your transcript by hovering your cursor over the Learning tab and clicking on "View Your Transcript."



3. To navigate to the completed section of your transcript, click on the drop down menu that currently shows "Active" and choose "Completed."



4. You will then see the training with the completion date on your transcript.

