

EMPLOYEE INSTRUCTIONS TO CHECK TRAINING COMPLETION

- 1. Log-in to Talent@VCU
 - Go to web address: <u>www.go.vcu.edu/talentatvcu</u>
 - 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."

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

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

Completed By Completion Date All Types	Search for training	Q
Search Results (2)		
Integrity and Compliance 2016 Training Completed: 11/21/2016 Status: Completed	Launch	•
Completed: 9/6/2016 Status: Completed	Launch	•