













3) Choose which version of the training you would like to take and click “Launch.”

### Things to Note:

- Training will open in a new window. **You may need to disable your pop-up blocker to open it.**
  - You only need to complete one training per section.
  - The top training is an interactive video and the alternate training is a PDF document.
- 4) Once you complete either training, please close the window.
- 5) If you choose the **training**, click “Mark Complete” to indicate completion.

6) When the course is complete, the progress indicator will read 100% and both sections will be checked.



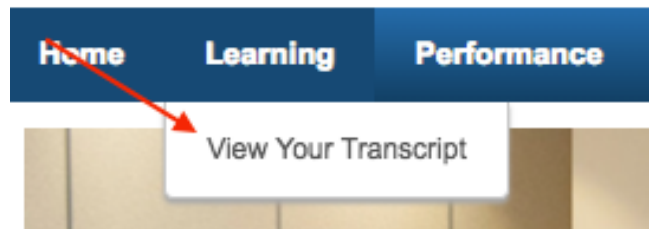
**You have now completed the Information Security Awareness course. To return to the home page, click the VCU logo in the upper left corner.**

# HOW TO ACCESS COMPLETED TRAINING

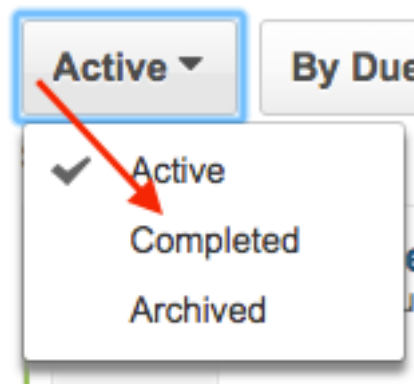
Each employee's LMS transcript has three sections:

- **Active** – Trainings in which you are currently enrolled.
- **Completed** – Trainings that you previously completed.
- **Archived** – Archiving training removes it from the active or completed transcript and moves it into the archive transcript.

1) Hover your cursor over the Learning tab and click on "View Your Transcript".



2) On the transcript page, you will see a drop down menu that says "Action", click on the menu and select "Completed".



Your completed courses will appear on the completed portion of your transcript.

A screenshot of the LMS transcript page. At the top, there are three dropdown menus: 'Completed', 'By Completion Date', and 'All Types'. To the right is a search box labeled 'Search for training'. Below these is the text 'Search Results (4)'. Two course cards are displayed. The first card is for 'Information Security Awareness', completed on 2/16/2018, with a status of 'Completed'. The second card is for '2018 Integrity &amp; Compliance Education: Manager Test Out', also completed on 2/16/2018, with a status of 'Completed'. Each card has a 'View Completi...' button with a dropdown arrow.