

ILEARNOREGON

VIEWING & PRINTING A TRANSCRIPT

There are two types of transcripts available, one for all completed training at ODOT as well as any training completed through the State of Oregon, and one for training that qualifies for Professional Development Hours (PDH).

To view and print a transcript, complete the following steps:

1. In your web browser type in the following URL: <https://ilearn.oregon.gov>.
2. Enter your iLearnOregon Login ID and password, and then select **Log In**.



3. For a transcript showing all completed training, select **My Workspace – My Transcript Report** from the menu at the top of the screen.

For a transcript showing all completed training which qualifies for PDH hours, select **My Workspace – My Professional Development Hours** from the menu at the top of the screen.



Update screen print to show both options/reports

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Your transcript (or PDH transcript, depending on selected report) will open in a new window.

iLearnOregon
Department of Administrative Services
State of Oregon

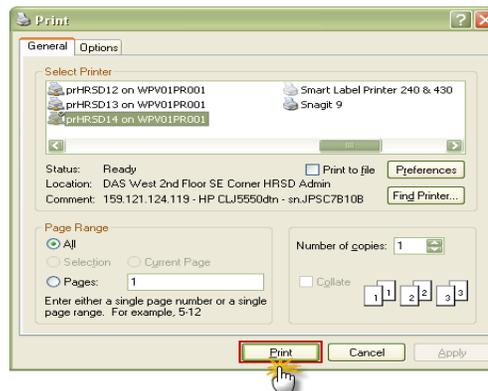
Other, Non State Employees
iLearnOregon Transcript

Date: 03/14/2013

Training - Completed Events

Contractor, Sarah CT0018400		Other, Non State Employees	
		Total Training Hours:	24
<u>Course Title</u>	<u>Completed</u>	<u>Classroom/</u> <u>Other</u>	<u>Online</u>
ODOT - Surveyor's Conference	3/11/2013	8	
ODOT - Bridge Construction Inspection Certification (CBCI)	2/5/2013	16	
	Year 2013	24	
	Sub Total:	24	

4. From the transcript, select File – Print.
Print dialogue box will display.
5. Select *Print*.



If you have questions regarding the training events listed on your transcript, please contact the Oregon Department of Transportation at ... or email