How to Print Transcript with your Name

Go to the Training section in Employee Self-Service within myUK at myuk.uky.edu

Click on Training Activities (highlighted below), located on the left side:

My Learner Account

- Training Activities
- Course Prebookings
- Favorites

On the right side, collapse unnecessary information, such as MY TRAINING ACTIVITIES and CANCELLATIONS. You can do this by clicking on the box on the right-hand side.

This leaves us with COMPLETED COURSES. In order to see your name, as well as just your web-based training, click on the Web-based Training tab.

Completed Courses

You already participated in these courses in the past.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark A. Schneider</td>
<td>2012 Fire Prevention and Life Safety (Personnel Assignment: 00007567 Active 00007567)</td>
</tr>
</tbody>
</table>

On the very top of the web page, and to the right, you will find a PRINT link.

This will bring up your print options.

For difficulty with printer settings, contact the IT Service Desk at (859) 323-8586.