

How to View Your Learning Transcript

1

Navigate to

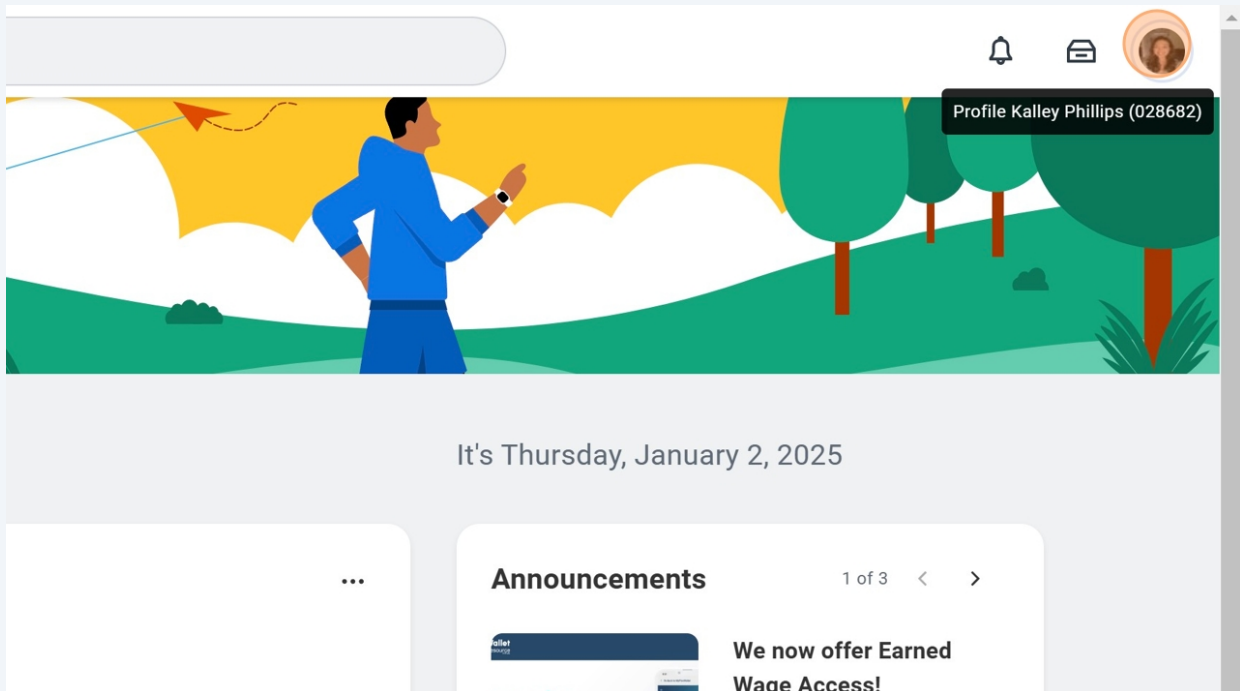
<https://wd5.myworkday.com/wday/authgwy/guestservices/login.html>

2

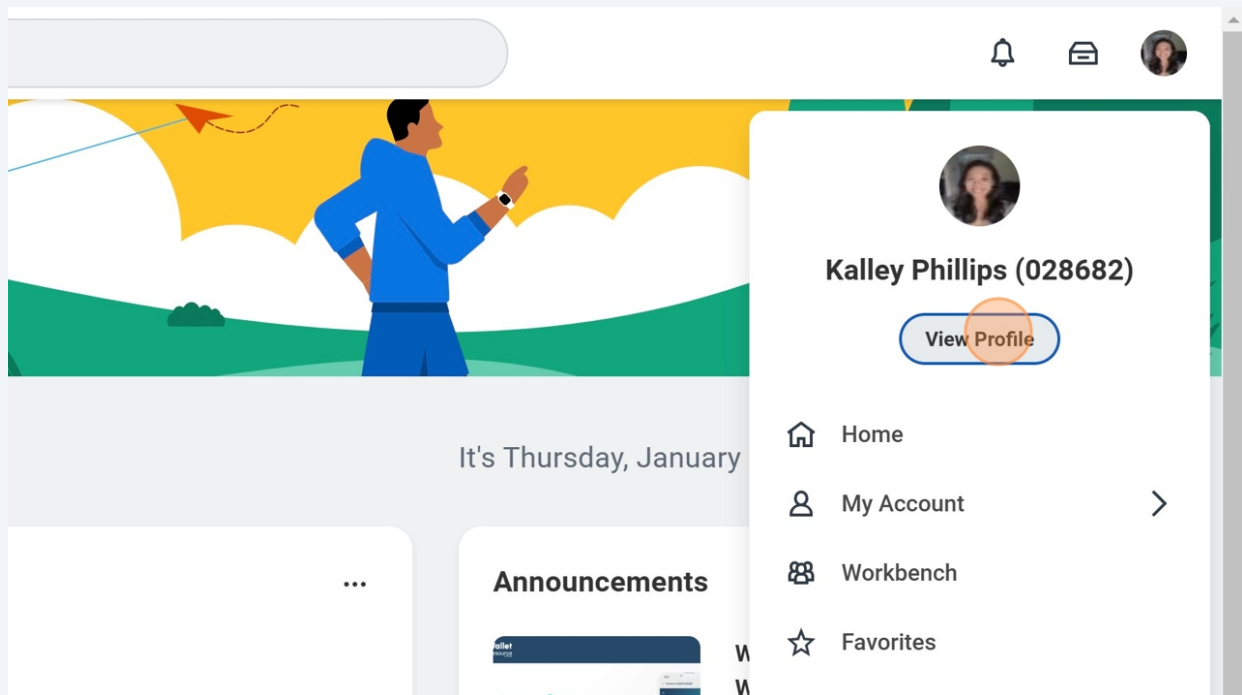
Log in to Workday

3

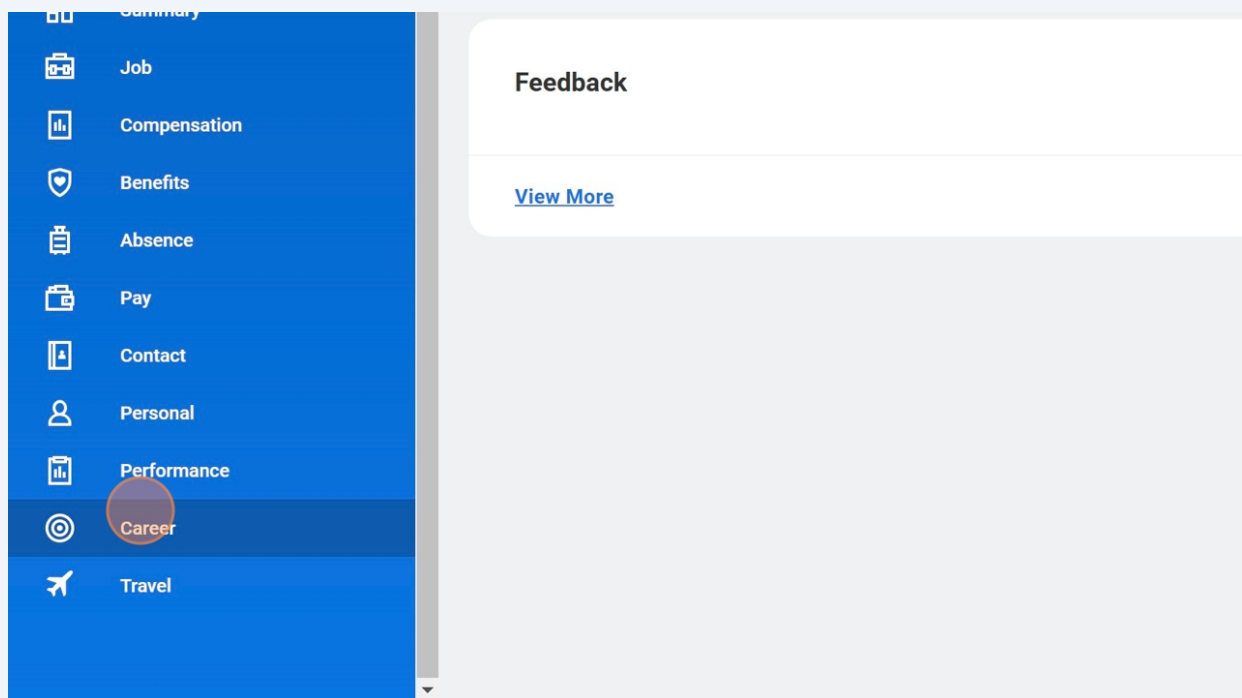
Click the Profile icon in the top right corner



4 Click "View Profile"



5 Click "Career" on the left navigation pane



6

Under the "Learning" tab, all trainings that are listed under "Not Started" need to be completed

MENU

Q Search

PDF

Kalley Phillips (028682)

She

Director, Learning&Development

Actions

Email

Team

Summary

Learning

Training

Certifications

Competencies

Education

Not Started 0 items

Learning Record	Name	Content Type	Registration Status	Date En
No				

In Progress 10 items

Learning Record	Name	Content Type	Registration
Q	Workplace Harassment - Manager	Digital Course	Enrolled

7

All trainings listed under "In Progress" need to be completed

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Summary

Job

Compensation

Benefits

Not Started 0 items

Learning Record	Name	Content Type	Registration Status	Date En
No				

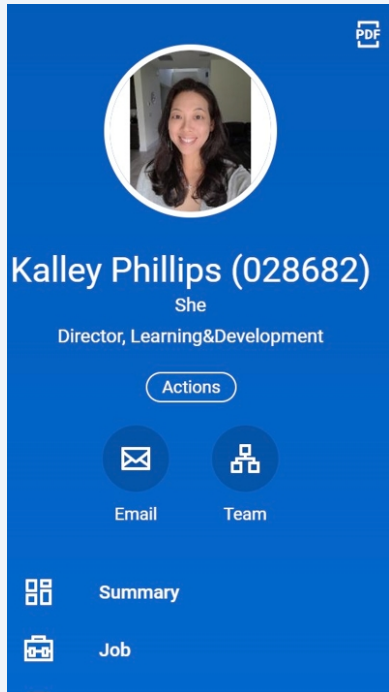
In Progress 10 items

Learning Record	Name	Content Type	Registration
Q	Workplace Harassment - Manager	Digital Course	Enrolled
Q	Workplace Harassment - Employee	Digital Course	Enrolled
Q	Giants Ridge Lift Guidelines for Children	Digital Course	Enrolled

3

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All completed trainings will be listed under "Learning History"



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Summary Job

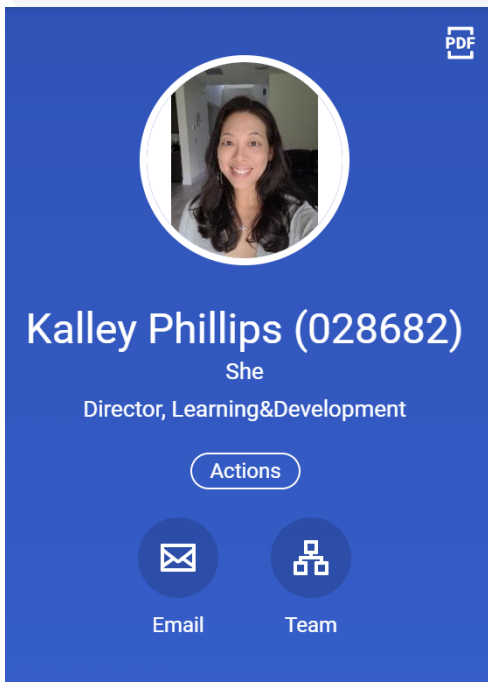
	Company History (Inactive)	Digital Course	Enrolled
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Learning History 63 items

Learning Record	Name	Content Type	Registration
	Workplace Harassment - Employee	Digital Course	Enrolled
	Workplace Harassment - Employee	Digital Course	Enrolled
	Enlightened Hospitality	Digital Course	Enrolled
	Proper Use of PPE and Food Safety	Digital Course	Enrolled
	Diversity & Inclusion -	Digital Course	Enrolled

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All Certifications (e.g. TIPS, ServSafe, etc.) will be listed under the "Certifications" tab



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Learning Training **Certifications** Competencies

Certifications 3 items

Certification
Senior Professional in Human Resources® (SPHR®) - HRCI
TIPS Trainer - 360Training
Washington MAST Certification - 360Training - (Issued by Learning)