



How to

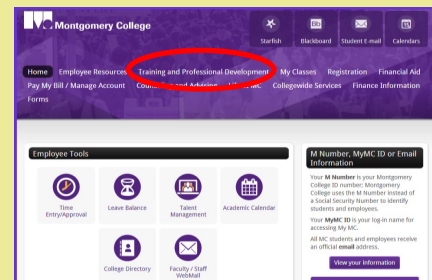


**Access and Print Your
Training History**

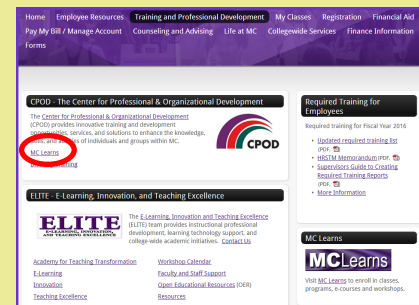
1. Login to your MyMC.



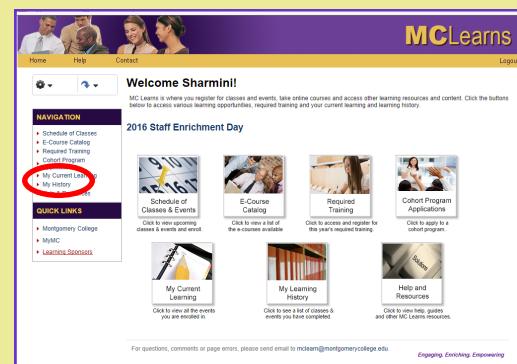
2. Click on Training and Professional Development.



3. Click MC Learns.



4. Click on My History.



5. Use the print feature of your web browser to Print. (“Not attempted” means you dropped the workshop)

Sharmini Azeez's Learning History

My Learning History organizes your learning activities into three groups: Instructional-led Classes, Learning Plans and Programs and Online Courses.

Certificates: MC Learns does not provide printed certificates as evidence of completed training. Employees must use the print feature of their web browser to print the 'My Learning History' page containing the data in question.

External Training: If an employee satisfies a training requirement by participating in an activity that is not offered through MC Learns, the employee and supervisor should agree on the form of documentation prior to participating in the activity. Typical examples of training completion would be verification of completion or conference programs.

Reporting on Required Training: Supervisors who need to generate reports on the MC Learns Training History of their departments or units must use the reporting features of 'My Team View'. The 'Supervisor Guide to Creating Required Training Reports' is found on the [LMS-18833].

Scroll down this page to view all your enrollment types.

My Enrollment History

Enrollments

Primary Sort: [Event Start Date/Time] Secondary Sort: [Select Secondary Sort]

Enrollment Name	Event Start Date/Time	Event End Date/Time	Post Status
1 Photoshop II	2/16/2015 9:00 AM	2/16/2015 4:00 PM	Not Attempted
2 ELITE Unplugged	1/12/2015 9:00 AM	1/12/2015 1:00 PM	Not Attempted
3 The Flipped Classroom Faculty Showcase	12/11/2015 12:00 PM	12/11/2015 2:30 PM	Not Attempted
4 Gender and Identity	10/26/2015 8:45 AM	10/26/2015 6:15 PM	Completed
5 Talking Across Generations	8/20/2015 8:45 AM	8/20/2015 12:30 PM	Completed
6 ELITE/NCNW Professional Day Conference	8/20/2015 8:00 AM	8/20/2015 12:30 PM	Completed