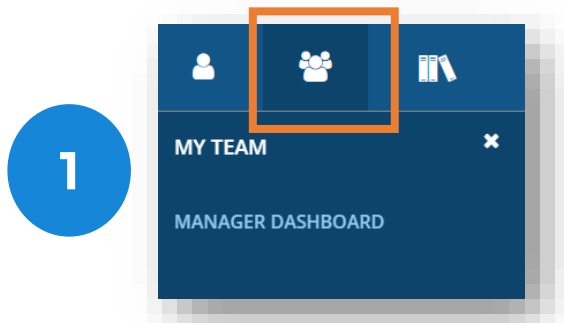


## Check training in the UCR Learning Center

To begin log into: [ucrllearning.ucr.edu](http://ucrllearning.ucr.edu) with your NetID and Password

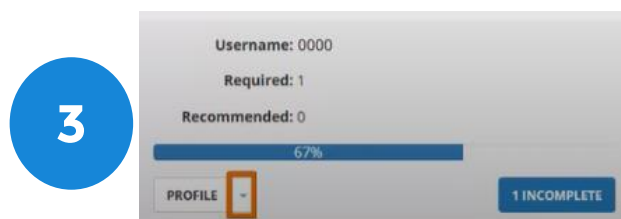
### For Direct Reports



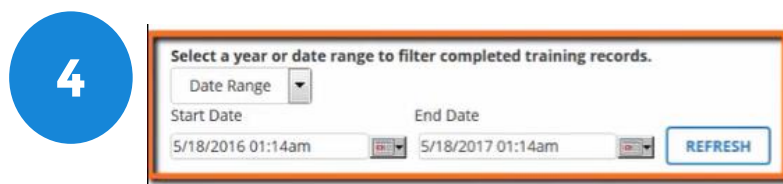
Select **My Team** Menu and select **Manager Dashboard**.



Click on the **Direct Report** link under the pie chart to ensure the direct reports are visible on the page



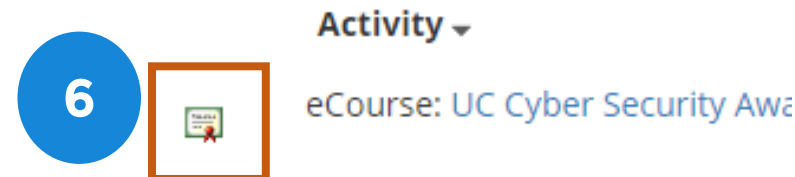
Click on the **arrow** next to their profile name and select **training transcript**.



Select the **date range** for your search



Use the **Print** or **Export to PDF** for a copy of your transcript



Or for a copy of a **certification of completion**, click on the icon next to the course.



For More resources: [ucrllearninghelp.ucr.edu](http://ucrllearninghelp.ucr.edu)  
Questions or Help? [ucrllearning@ucr.edu](mailto:ucrllearning@ucr.edu)