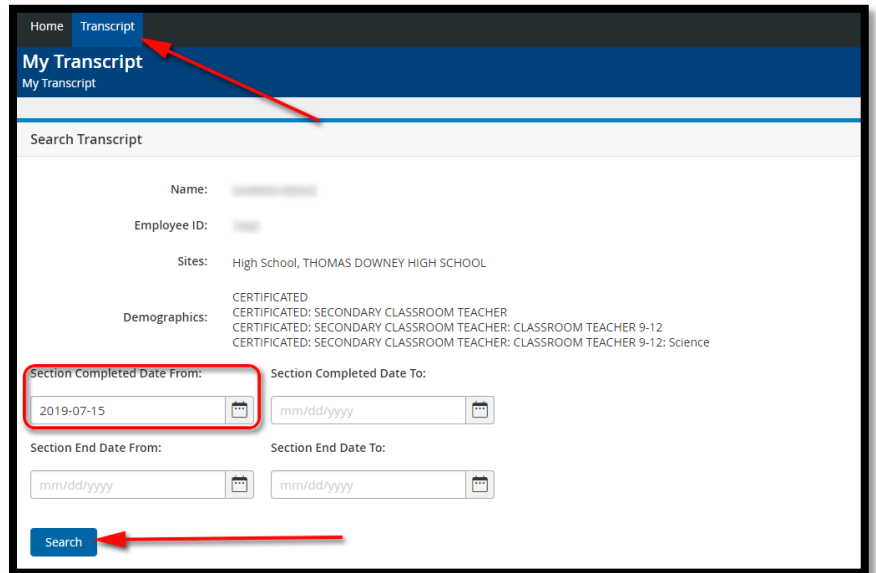


Unified Talent My Transcript User Guide

This document provides step-by-step instructions for tracking your personal transcript.

SEARCH

To search for specific transcript details, click the Transcript tab and enter dates in the fields provided and select **Search**.



CURRENT YEAR COURSES

Your transcript will display several tabs that represent different types of PD.

- **0.5% PD 2019/2020** - courses that qualify for the new MCS PD Incentive 2019/2020 will be listed here only.
- **Credit** - courses taken for information or basic job skills may be listed here or in the Job Required tab.
- **New Hire** - courses taken as a part of the post-hiring process (i.e., New Hire Technology Class) will be listed here.
- **Job Required** - courses that are mandated for specific positions will be listed here. **Historical Training sessions that were recorded in the MCS Training App prior to the 2019/2020 year will also be found here.**
- **HR Required** - courses such as Mandated Reporting will be listed here.



#	Course #	Section #	Course Title	Start Date	End Date	Completion Date	Certificate #	Registration Status	Survey	Credit Hours
1.	10047	10050	*Adobe Acrobat I - PDF Creation & Editing Tool (All) *Qualifies for 0.5% Incentive	07/22/2019	07/22/2019	07/24/2019	93783082	Completed	Survey completed July 24, 2019	2.0 Hours 0.5% PD 2019/2020
2.	10050	10053	*Office 365/OneDrive - Cloud Storage and Productivity (All) *Qualifies for 0.5% Incentive	07/17/2019	07/17/2019	07/18/2019	92678566	Completed	Survey completed July 18, 2019	2.0 Hours 0.5% PD 2019/2020
*Total Does Not Includes Credit Pending Survey Completion										
Total:										
Hours 4.0 0.5% PD 2019/2020										

Use the buttons available to access versions of your transcript that can be emailed or printed. These functions will produce the transcript in its current view.



Office of Instructional Technology

