Instructions for Accessing Your Transcripts in Learn

1. Log in to Ignite.

2. On the Me tab, click on the Learning tile:

3. Select the View Transcript tile.
4. The **View Transcript** page shows all of your enrolments and the status of each. For example, this screenshot shows this person completed the “Youth Protection Course: Hiring Staff Who Work With Minors” on 11/12/20.
Manager Instructions for Viewing Employee Learning Transcript in Ignite

1. Log in to Ignite.

2. On the My Team tab, click on the Learning tile:

3. On this page, you can see the statuses of each class your employee(s) have enrolled in. Please note: sometimes it is helpful to use the filters on the left side of the page under “All Learning” to quickly see the information you want.