# How do I access my training transcript?

**Tell Me**

Follow the instructions in the table below to access your transcript of completed workshops and eLearning modules.

<table>
<thead>
<tr>
<th>If...</th>
<th>Then...</th>
<th>And Then...</th>
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</table>
| The workshop was completed through Human Resources Training          | Visit the [Learning & Organizational Development registration site](https://example.com) | 1. Click Registration  
2. Log in with your NinerNet credentials  
3. Click the Transcript tab at the top of the page |
| You are missing classes that should be on your transcript            | Compose an email to [hrtraining@uncc.edu](mailto:hrtraining@uncc.edu)   | Provide as much information as you can about the names of the missing classes, dates attended and who facilitated the workshop. |
| The eLearning module was completed in Skillport                      | Visit [SkillPort](https://example.com)                                  | 1. Log in with your NinerNet credentials  
2. Click Quick Links  
3. select Learning Transcript  
4. Click the print icon |

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