How do I view my Banner Human Resources (HR) training transcript?

Tell Me

There are two ways to view your HR training transcript from Banner Self Service - either through My UNCC or from the Banner Self Service direct login.

1. Using **My UNCC**:
   a. Log into **My UNCC** with your NinerNET credentials
   b. Click on the desired **Employee** tab
   c. Click on the link for **Self Service Main Menu**
   d. Select the **Employee** tab at the top
   e. Select the link for **Human Resources Training Courses completed**

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**Note**

Banner stores course transcripts prior to January 1, 2016. If you complete a course after **January 1, 2016** the transcript will be in the HR registration system, not Banner. Please [visit this link](#) to login and view your transcript.

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**Related FAQs**

- How do I view or edit my personal (non-uncc) address or phone number in Banner?
- What is Legacy Banner Self Service?
- How do I view my transcript?
- How do I gain advisor access to Banner student?
- How do I update or add my personal (non-uncc) email address in Banner?