How to Print Your Transcripts

Click on the Learning Assignments tab. On the sub-menu, choose My Learning. On the menu below that, choose Learning Activities.

You will now see all of the courses you have ever enrolled in.

🤗 Halogen Software - Internet Explorer								
https://tms.na1.hgncloud.com/sfdph/welcome.jsp?uid=1440090870090								
Home Learning Assignments // // // // // // // // // // // // //	earning Catalog							
Learning Assignments								
Profile Goals My Learning Evaluations	Job Description							
My Learning Learning Activities Certifications								
Earning Activity	My Learning							
🔲 😬 🕕 2015 SFGH Hazcom	2015 Annual Educ							

Click **Options** on the right side of the screen to open the **Filters** menu.

Home Learning Assignments My Employees Learning Catalog Reports Talent View Learning Assignments	HALOGEN
Profile Goals Wy Learning Feedback Evaluations Job Descriptions Documents	
My Learning Learning Activities Transcripts Certifications	Add
Home Learning Assignments My Employees Learning Catalog Reports Talent View	HALOGEN.
Profile Goals My Learning Feedback Evaluations Job Descriptions Documents	
My Learning Learning Activities Transcripts Certifications Show learning activities with these statuses: Filter	Add

Show learning activities with t	these statuses:			Filter on these dates:				
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								Refresh List
Page 1 of 3 ▶ ▶	🚔 • 🗐							Displaying 1 - 20 of 50
Learning Activity		My Learning	Туре		Start Date	Status	Due Date	

3.

In the Filters menu, do the following:

- a. Check the box next to Due Date.
- b. In the drop down menu to the right, choose After.
- In the box to the right of the drop down menu, click on the calendar icon and set the date to January 1, 2015.

			Add • Devi	elopment Plan Association	Options [-]
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Click on Refresh List.

4.

5.

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Now, you will only see 2015 courses.

To print your transcripts, click on the **Printer Icon** above the course titles and choose **List**. The transcripts will open in a new window for you to print.

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(-								Displaying 1 - 14 of 14
E Learning Activity	List 🔶	My Learning	Туре		Start Date	Status		Due Date	
📄 😬 🕕 2015 SFGH Hazoor	m Expanded List	2015 Annual Education - Non Clinical Staff	Course			Completed		06/30/15	
🔲 🗄 🕕 Bloodborne Pathog	ens 2015	2015 Annual Education - Non Clinical Staff	Course			Completed		06/30/15	
Building 25 - Early 8	Entry Tour Guide Orientation		Classroon	1	07/17/15	Enrolled		07/17/15	F
🔲 🗏 🌗 Building 25 Orientat	tion Module (Updated July 3, 201	15)	(Course			Completed		10/31/15	
Compliance Trainin	g SFGH 2015	2015 Annual Education - Non Clinical Staff	Course			Completed		06/30/15	



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	Bloodborne Pathogens	Non Clinical Staff 2015 Annual Education -	Course		Completed	00/00/10		Status	Due Date	Displaying	11-14-01-14	
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	Building 25 - Early Entry Tour Guide Orientation	r	Classroom	07/17/15	Enrolled	07/17/15	[Send to		000010			
Bloodborne Pathogens 20	Description: Tour guide orientation	for members of the Transitio	n and Education Commu	inications Subcomm	ittee.		Mailj	Completed	06/30/15			
Building 25 - Early Entry 1	Building 25 Orientation [Mandatory]Module (Updated July 3 2015)		[Launch]Course		Completed	10/31/15		Enrolled	07/17/15		5	
🔲 🗷 🕕 Building 25 Orientation M	Description: This course will teach	you about our new building, i	ncluding:					Completed	10/31/15			
🔲 😬 🕕 Compliance Training SFG	 New restores Navigating the building Parking and Access to the building 	2						Completed	06/30/15			
📄 🗄 DPH Privacy Update	 Policies and Procedures Emergency Response 							Completed	06/30/15			
Emergency Management	[Mandatory]Building 25-Early Entry Guide Orientation	Tour	Classroom		Requiring Session Selection	07/31/15		Completed	06/30/15			
Employee Health and Saf	[Mandatory]2016	GH 2015 Annual Education - Non Clinical Staff	[Launch]Course		Completed	06/30/15		Completed	06/30/15			