How to Print Transcripts And Completion Certificates

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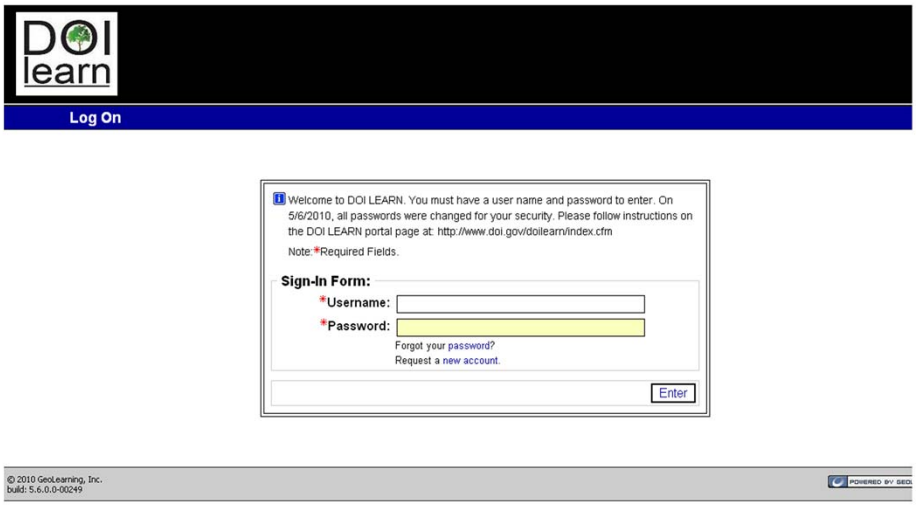
How to Login



To login to the new version of DOI Learn for the **first initial time**:
Username: The same username you have used to take training in the old version if you had an account in DOI LEARN
Password: !ChangeIT! The system will prompt you to change your password.

When your OLD password is requested, be sure to use the !ChangeIT! again and not your password from the old system.

Please take note of the password requirements as they have changed, you now must create a 12 digit password. Read the screen.

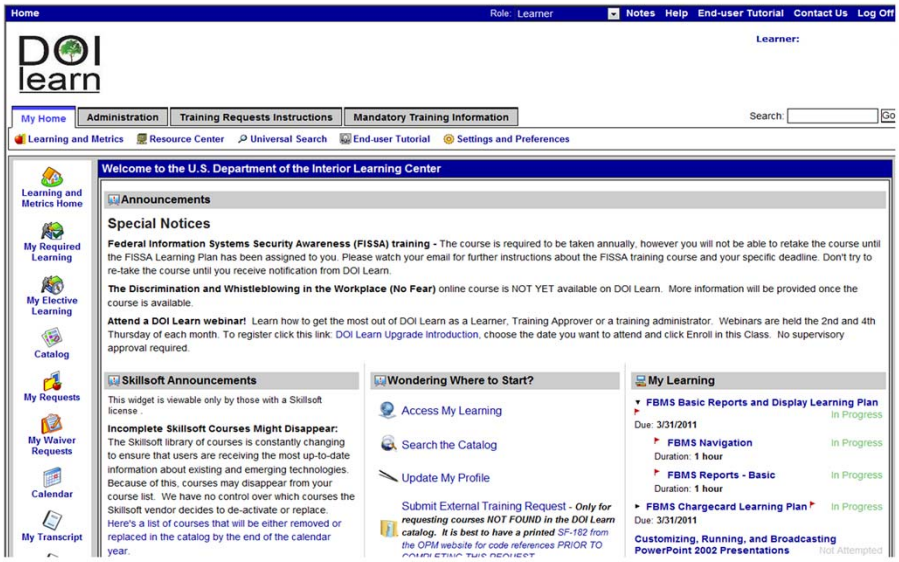
After your initial login, if you forget your password, you can click on "I forgot my Password" and one will be sent to the email in the system.

Only External people with NO previous DOI LEARN account, should click on "Request a new Account."

Once an external person receives an account in DOI LEARN, they can log in the same place as Federal employees.

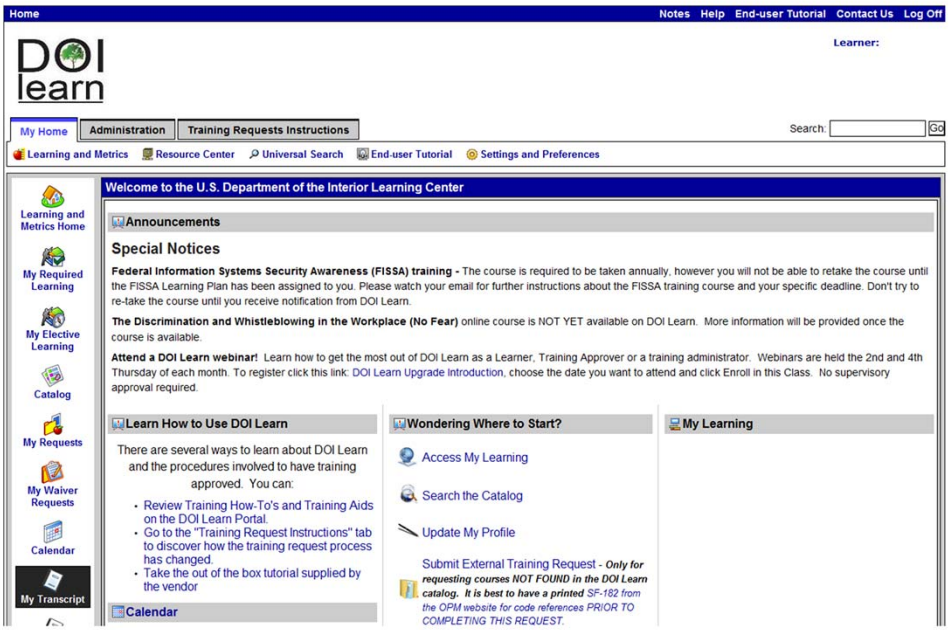
If you were hired from January 2010 to June 2010, you may have an account in DOI LEARN. Try: the first letter of your first name, the first four letters of your last name, and your full birthday for the username. (Ex. BSMIT03051955) Try: !ChangeIT! as the password.

The Home Screen

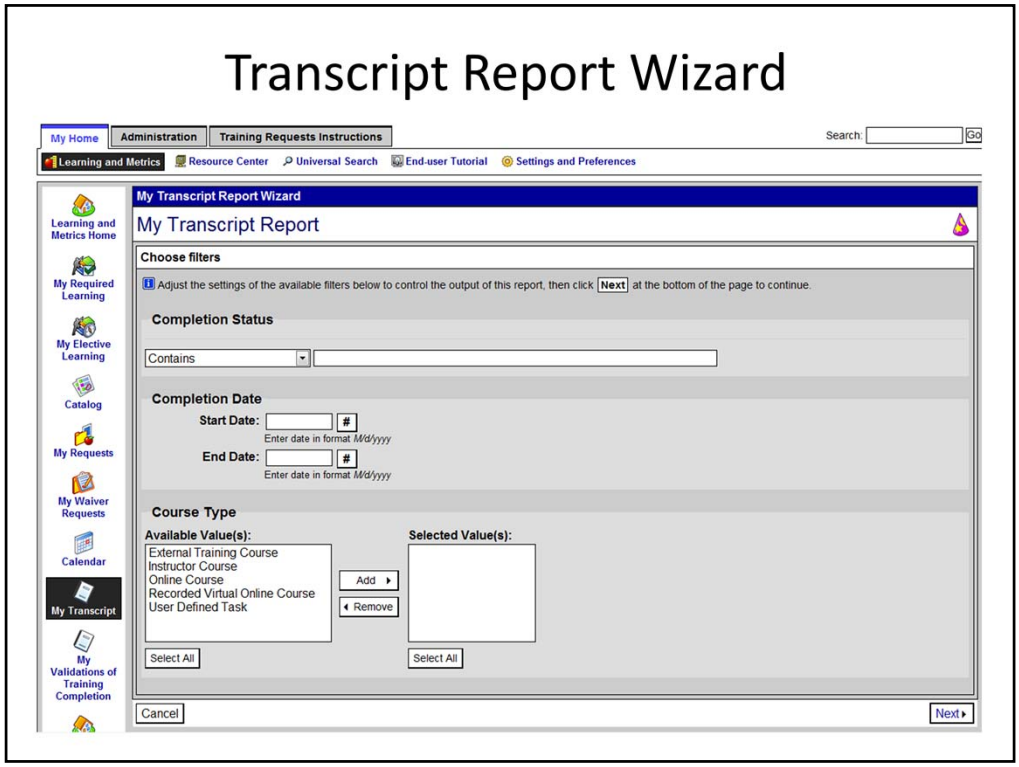


You must have completed a course or class to print a transcript or certificate

My Home Screen



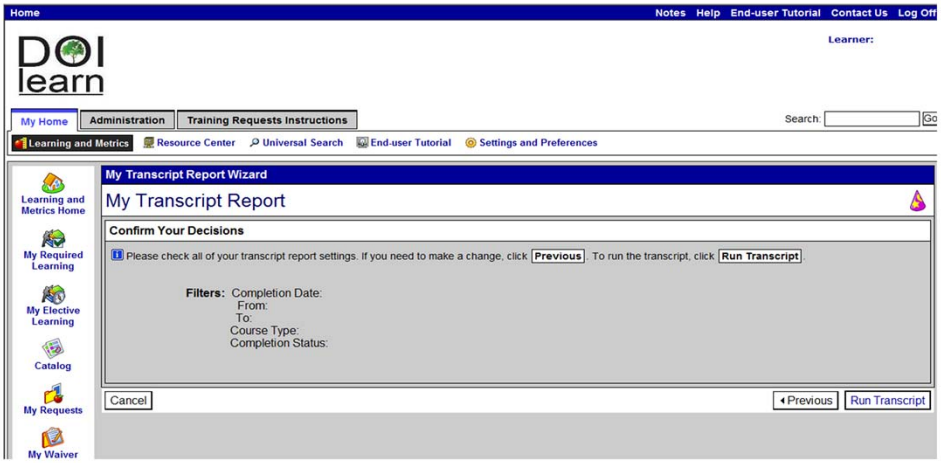
- Make sure **Role = Learner**
- Select **My Transcript**



OPTIONAL: Choose filters if needed to narrow your results, the less filter the more your transcript will show

-Click **Next**

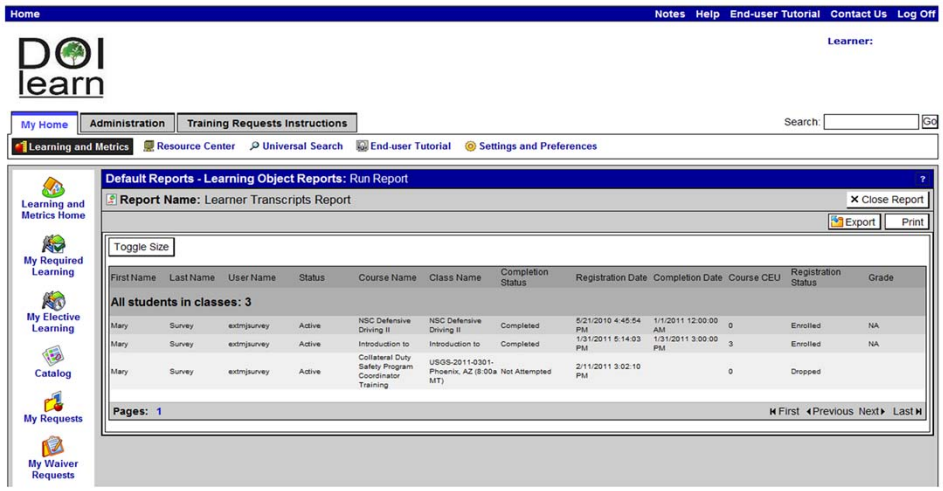
Confirm your Decision



If you have selected any filters now is the time to confirm your decision. If you selected one and want to change it select the Previous button

If your selected filters, if any, are correct click on **Run Transcript**

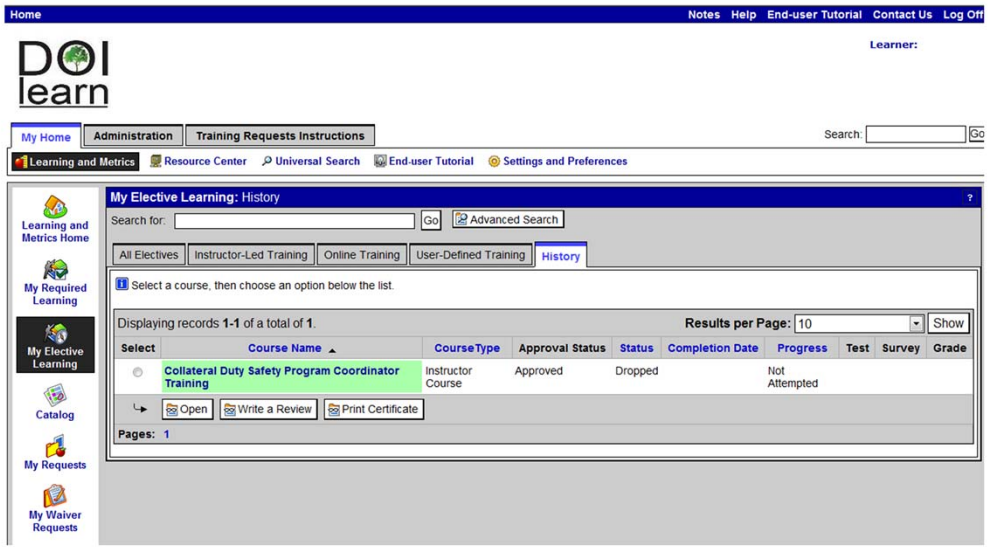
Your Transcript



This is your **Transcript**

- Click **Print** if you wish to print
- If you wish to export this to a different file format to save on your hard drive, you can select the **Export** button. (**Note** we recommend using Microsoft excel format instead of PDF).
- To Export, click **Export** in the upper right corner of the screen
- Choose a, **format type**
- Click **Export**
- When the File Download box appears, Click **Open** to see the data or click **Save** to save it to your hard drive
- Click **Close Record** when finished

Certificate printing



From your My Home Screen:

- Click on **My Elective Learning or My Required Learning**
- Click on the **History Tab**
- Select the radio button next to the course
- Click **Print Certificate**

Note: If you just completed a class, give the system time to process the completion before looking for the class in the History tab to print the certificate.

- Click **Open** when the file download box appears or **Save**
- **Close the record** when you are done