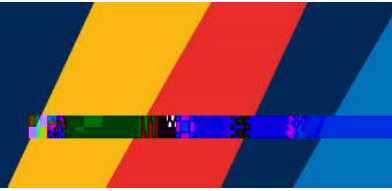


## HOW TO MANAGE



# LEARNING CENTRAL HOW



## Accessing Your Learning Record

#	Instructions	Screenshot
1	To access your Learning Record, click on the <b>'Download'</b> button located beside the 'Add training' button.	

- 2 The file will automatically be downloaded to your computer as a pdf with a filename: **My courses report.pdf**

The learning record will show you your up-to-date list of completed trainings. It also includes the following details:

- Date of completion
- Certificate expiration
- Number of hours
- Mode/method of learning
- SelfReport

\*\*\*For sample purposes only

