

As a commonwealth supervisor you can run your employee's training transcript at any time.

From your "**Employee Training**" section:

1. Click the "**Employee Training Transcript**" link.
The "**LSO Employee Training Transcript**" window appears.

2. Enter the employee's personnel number in the field.
Helpful hint: If you don't know the employee's personnel number, use the following search procedure:
 - a. Click the small box that appears to the right of the field "**Please enter Personnel Number**".
A search box appears.
 - b. Enter your employee's last name in the proper field
 - c. Click the **binoculars** icon.
Search results appear.
 - d. Click the employee's name.
The row is highlighted in yellow
 - e. Click the green check mark in the lower right corner.
The Personnel Number field populates.

3. Click the "**Execute**" button.
The transcript appears.

Helpful hint: It is a **.PDF** file, so you can print it or save it to your local PC right from this window.

Please contact your agency training officer for assistance.