# View/Print your transcript

## TLC Navigation

Instructions: Find the instruction number on the corresponding picture to find the area on the screen to click.

### Click **Transcript**, a new window will open.



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1. Click the **Drop-down ( )** to determine the date range you want to print or view.



### Click on **Print** or **Export to PDF**

Tip:

* Sorting by all will not allow you to view all of your classes on your screen
* You will need to select a **Year** to view on screen or **Print/Export** to PDF in order to view all classes

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| Glossary of Terms |  |
| **TLC** | The HCA Learning Center (TLC)  |
| **Transcript** | A record of trainings that you have completed as a State of Washington employee or contractor |
| **Drop-down Menus** | When you click the drop-down symbol, it displays a menu of options to choose from^ |

Contact your TLC Division Coordinator at