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Requesting LANL Training Transcripts

I. Purpose:

This procedure describes how to request LANL training transcripts.

II. Cautions and Hazards:

None.

III. Requirements:

Citrix, and Crypto card.

IV. Procedure:

A. Steps:

1. Open a Web browser and go to the LANL homepage.
2. Click once on the "EIA" link, which is located on the top half of LANL homepage.
3. Click once on "Personnel" on the left side of the web page.
4. Click once on "Data Warehouse":
 - There are two Data Warehouses, click on the one that has "Enterprise Server" under it.
5. Log on using your Z# and Crypto card password.
6. Click once on "Quick Reports."
7. Click on the "Contents" tab.
8. Under "Report Name" double click on the "Personnel" folder.
9. Scroll down & double click on the "Training Summary" folder.
10. Click once on Transcript Overview.
11. Go to the bottom section of the window under criteria and enter:
 - Your Z#
 - Beginning date (however far back you want to retrieve data)
 - Ending date (today's date)
12. Click once on "Run" at the right side of the screen.
13. This sheet can be modified by moving columns over as you would on an excel spreadsheet.

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14. Print the report

V. References:

None.

VI. Attachments:

None.