

Export Official Learning Transcript for EEL

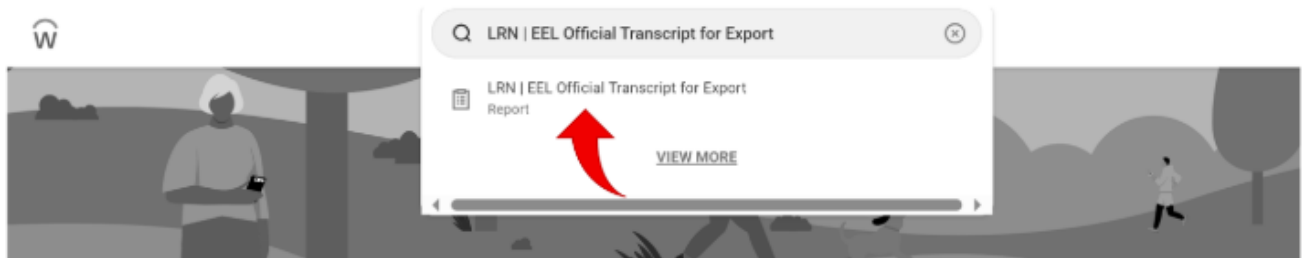
 Last updated June 25, 2024



This article provides step-by-step instructions on how to **run** and **export** the [LRN | EEL Official Transcript for Export](#) report for an **Extended Enterprise Learner**. This report includes all learning completions from Workday.

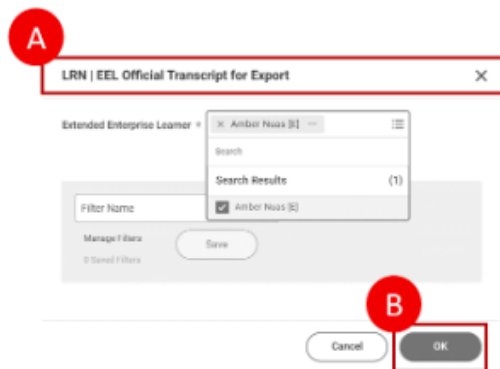
Navigate

Step 1: From your Homepage search for and select the [LRN | EEL Official Transcript for Export](#) report (or use the link provided in the report title).



Select

Step 2: When the window pops up with the filter prompts, **search for** and **select** the Extended Enterprise Learner (A), then click **OK** (B).



Review

Step 3: The report's results will display **Workday Learning Records**. If the **Completed Learning Enrollments** section is blank, it is because there are no records to display.

LRN | EEL Official Transcript for Export 916 101

Extended Enterprise Learner Amber Nuas [E]

1 Item

Worker Name	Worker Company	Content Type	Content Title	Completion Date	Completion Status	Duration Hours	Learning Units Type	Learning Units Value
Amber Nuas	Oregon Health Authority - Affiliation	Digital Course	OHA - HR - Workday Navigation (PDF)	01/26/2022 01:00:06 PM	Completed	1		

Print

Completed Learning Enrollments (A), all completed learning records from Workday.

Download the report as an **Excel** or **PDF** document (B).

When you click **Print** (C) it will download a PDF of the report to save or share with someone else.

Exporting

While downloading the PDF, you may receive a message allowing you to be notified when the report is ready.



If this option is selected, the report will be delivered in your **Notification Bell** (A), select the **Notification** (B), then click on the **link** (C).

A

Notifications

Viewing: AllSort By: NewestFrom Last 30 Days

B

Document Available

Print Layout - LRN | EEL Official Transcript for Export - 2024-06-24 17_31 PDT.pdf is now available in My Reports

32 second(s) ago

C

Details

Print Layout - LRN | EEL Official Transcript for Export - 2024-06-24 17_31 PDT.pdf

Final transcript to save or share



Official Learning Transcript

Worker: Amber Nuas
Company: Oregon Health Authority - Affiliation
Effective Date: 06/24/2024

Completed Workday Learning Enrollments

Type	Title	Completion Date	Duration (hours)	Unit Type	Units
Digital Course	OHA - HR - Workday Navigation (PDF)	Jan 26, 2022	1		0
Total			1		0