How to Print Transcripts And Completion Certificates

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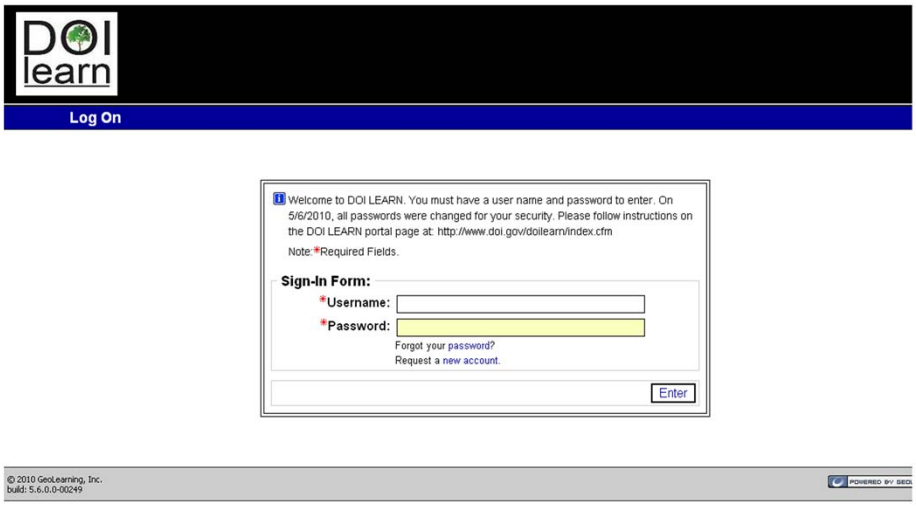
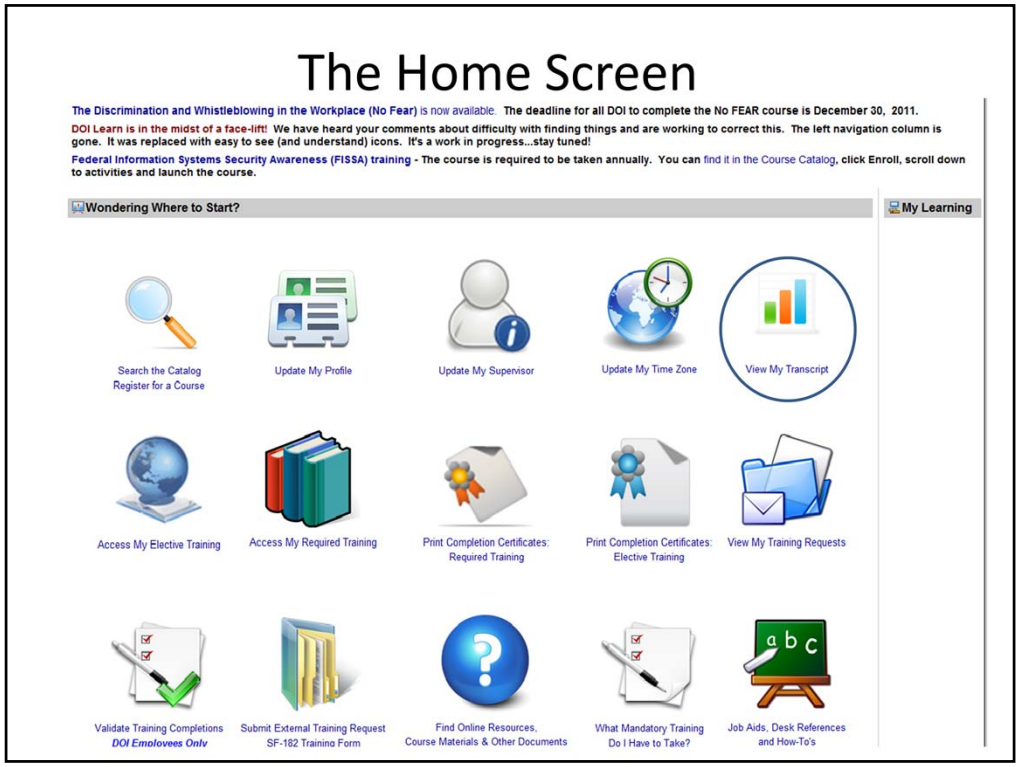
How to Login



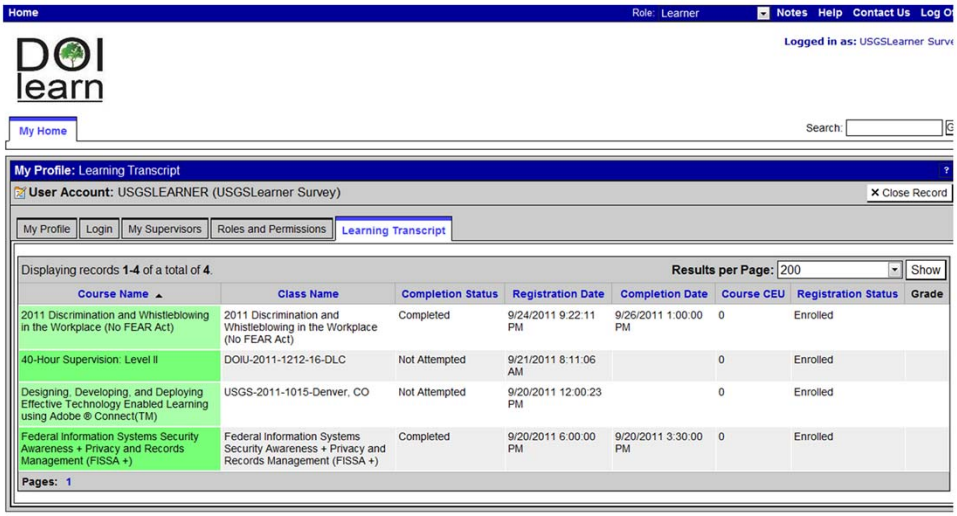
Login: https://gm2.geolearning.com/geonext/doi/login.geo



You must have completed a course or class to print a transcript or certificate

Click on the **View My Transcript** icon

Your Transcript



Course Name	Class Name	Completion Status	Registration Date	Completion Date	Course CEU	Registration Status	Grade
2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	2011 Discrimination and Whistleblowing in the Workplace (No FEAR Act)	Completed	9/24/2011 9:22:11 PM	9/26/2011 1:00:00 PM	0	Enrolled	
40-Hour Supervision: Level II	DOIU-2011-1212-16-DLC	Not Attempted	9/21/2011 8:11:06 AM		0	Enrolled	
Designing, Developing, and Deploying Effective Technology Enabled Learning using Adobe ® Connect(TM)	USGS-2011-1015-Denver, CO	Not Attempted	9/20/2011 12:00:23 PM		0	Enrolled	
Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Federal Information Systems Security Awareness + Privacy and Records Management (FISSA +)	Completed	9/20/2011 6:00:00 PM	9/20/2011 3:30:00 PM	0	Enrolled	

This is your **Transcript**

- There are two options for printing your transcript
    - Press **Ctrl** and the letter **P**, at the same time
    - Right click on your mouse and select Print

- Click **Close Record** when finished.

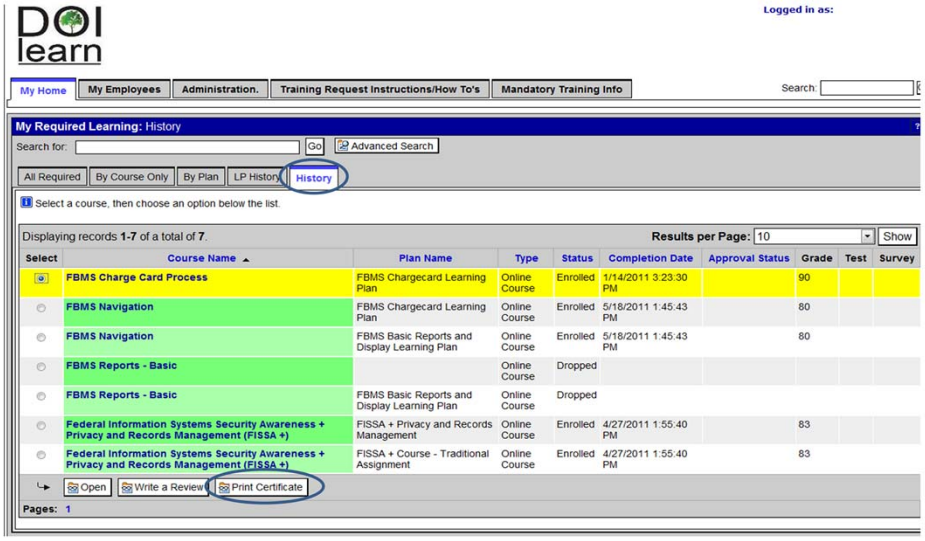
NOTE: The vendor is working on a Print Transcript button to provide format options.

Certificate printing

From your My Home Screen:

- Click on **My Completed Required Training** or **My Completed Elective Training**

Printing your Certificate



- From the **History** tab, Select the radio button next to the course.
- Click **Print Certificate.**
- **Close Record** when finished.

Note: If you just completed a class, give the system 24 hrs. to process the completion before looking for the class in the History tab to print the certificate.