Manage Your Transcript

1. **Login** with your Mason NetID and Password at [masonleaps.gmu.edu](http://masonleaps.gmu.edu).

2. Once logged in, you will see the welcome page. Select **View Your Transcript** from the **Learning** tab. You can also access your transcript by clicking the areas noted in blue.

3. Your transcript is made up of 3 different sections: **Active, Completed, and Archived**. The default Transcript screen is **Active**. To switch between sections, select **Active** and choose your desired section from the dropdown menu.
4. In any of the Transcript sections, click to Export; Print your Active, Completed or Archived Transcript section; or Add External Training to your Transcript.

5. On the Active tab you can view your upcoming trainings. Use the dropdown arrow in the green box to view available actions, including pre-work, training details, withdrawing from an event, and launching online trainings and curricula.

6. If you are assigned training, you may be prompted via your Transcript to select a session.

7. On the Completed tab you can view your current completed trainings, your certificate of completion, and complete post-work and evaluations.
8. Two years after completion, courses are automatically moved to the **Archived** tab. You may also see courses you withdrew from under this section.

9. To manually move a training to the **Archived** tab, select **View Training Details** and then select **Move to Archived Transcript**.