

Download your My Learning transcript

1. Select the **My Learning Transcript** tab .
2. Select the **Export to PDF** button.
3. Select the folder where your files are managed.
4. Select the **Downloads** folder.
5. Download your transcript (select / click your transcript).

The screenshot illustrates the process of downloading a transcript from the My Professional Learning (MyPL) system. It is divided into three parts corresponding to the numbered steps in the instructions.

Step 1: The top part of the screenshot shows the MyPL navigation menu. The 'My Learning Transcript' tab is highlighted with a red box and a red circle with the number 1.

Step 2: The middle part shows the 'My Learning Transcript' page. The 'Export to PDF' button is highlighted with a red box and a red circle with the number 2.

Step 3: The bottom part shows a Windows File Explorer window. The 'Downloads' folder is selected in the left sidebar and highlighted with a red circle with the number 4. The main pane shows the list of downloaded files. The file 'Transcript_4940215b-6ae6-494e-9493-f590009a3dc4_20240902040857' is selected and highlighted with a red circle with the number 5.

Table: My Learning Transcript Data

Course	Enrolment Approved	Completed date	Expiry Date	Duration	Status	Certificate	Compliance	Course Type
Code of Ethics and Conduct (PSC)	21/08/2024	21/08/2024		20m	Completed	Yes	Yes	
Evlyn's test course	15/08/2024	15/08/2024		1h	Completed	No	No	Elective PD
Cyber Security training – staff with technology and financial delegations	13/05/2024	13/05/2024	14/05/2025	20m	Completed	Yes	Yes	Corporate - Non Teaching Corporate - Non Teaching

