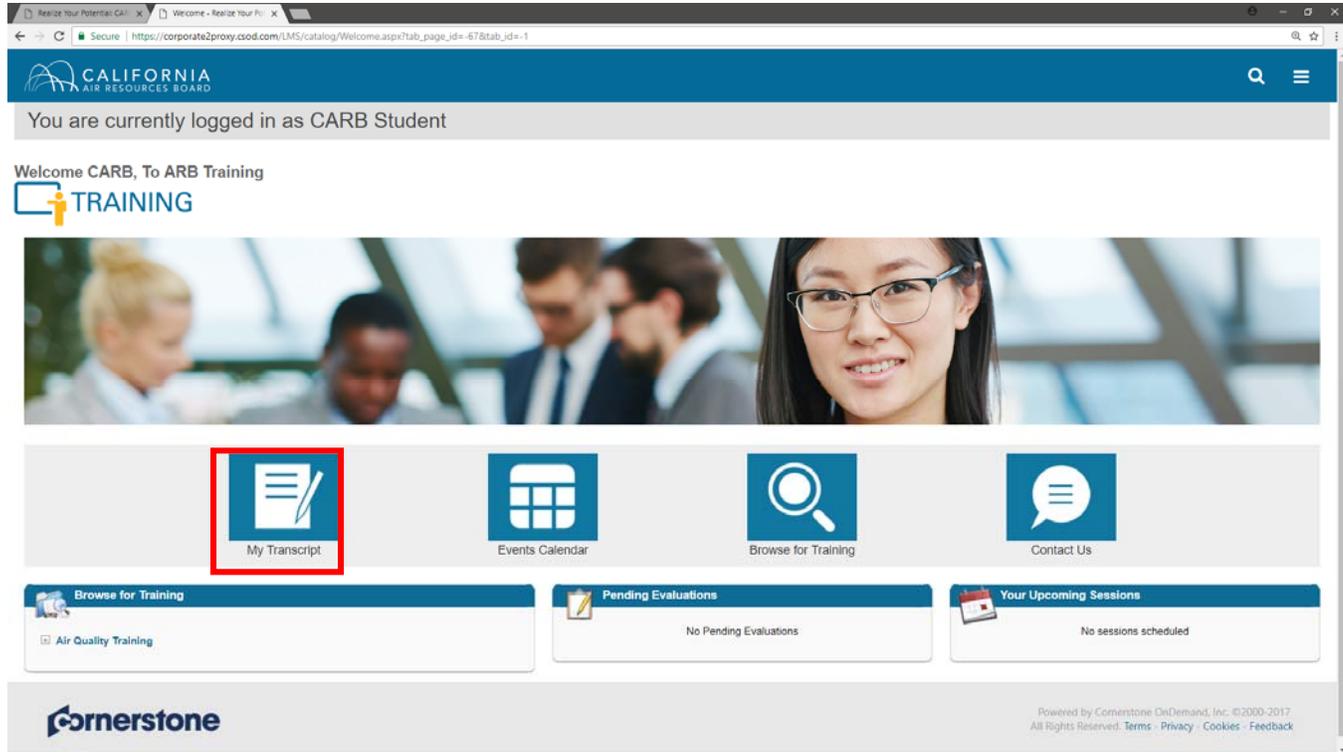




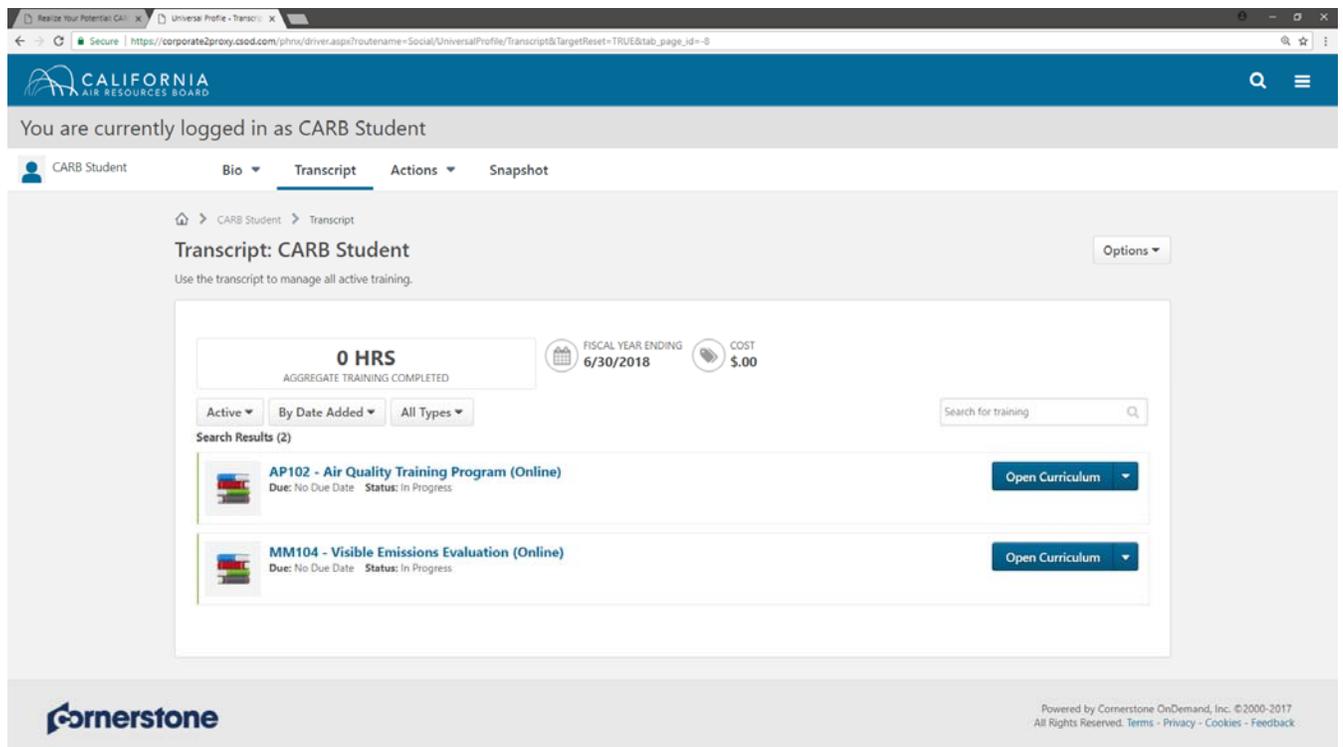
Welcome to the new CARB Air Quality Training System. Here are the steps you'll need to take to access your transcripts and completed course information.

**Step 1: Navigate to the My Transcript Page**

This page is accessed from the Welcome Page. The My Transcript button has been highlighted.



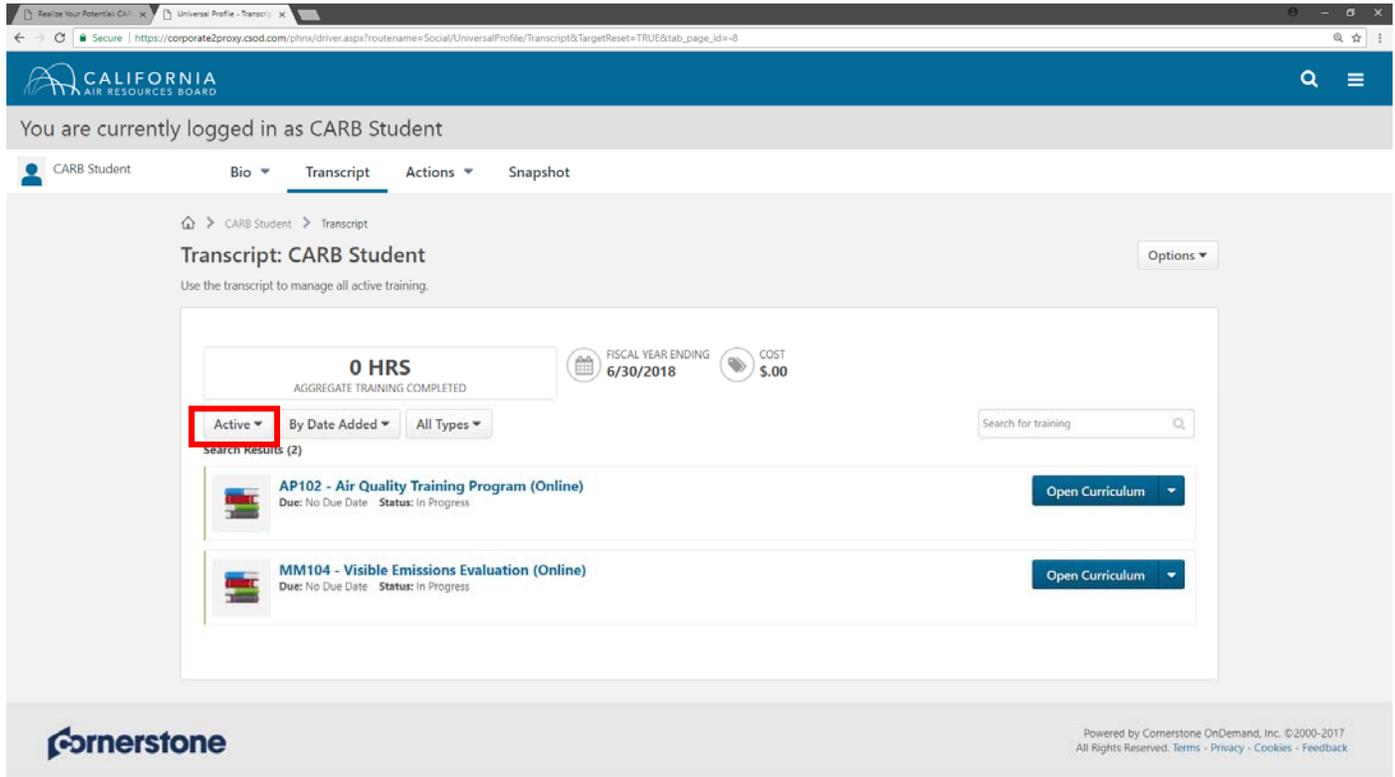
When the My Transcript button is pressed you will be taken to your Transcript page, showing a list of all active training.



## Step 2: View Certificates of Completion

In order to view completed training and associated certificates, press the dropdown arrow on the far left (currently labeled “Active”), and change it to “Completed”.

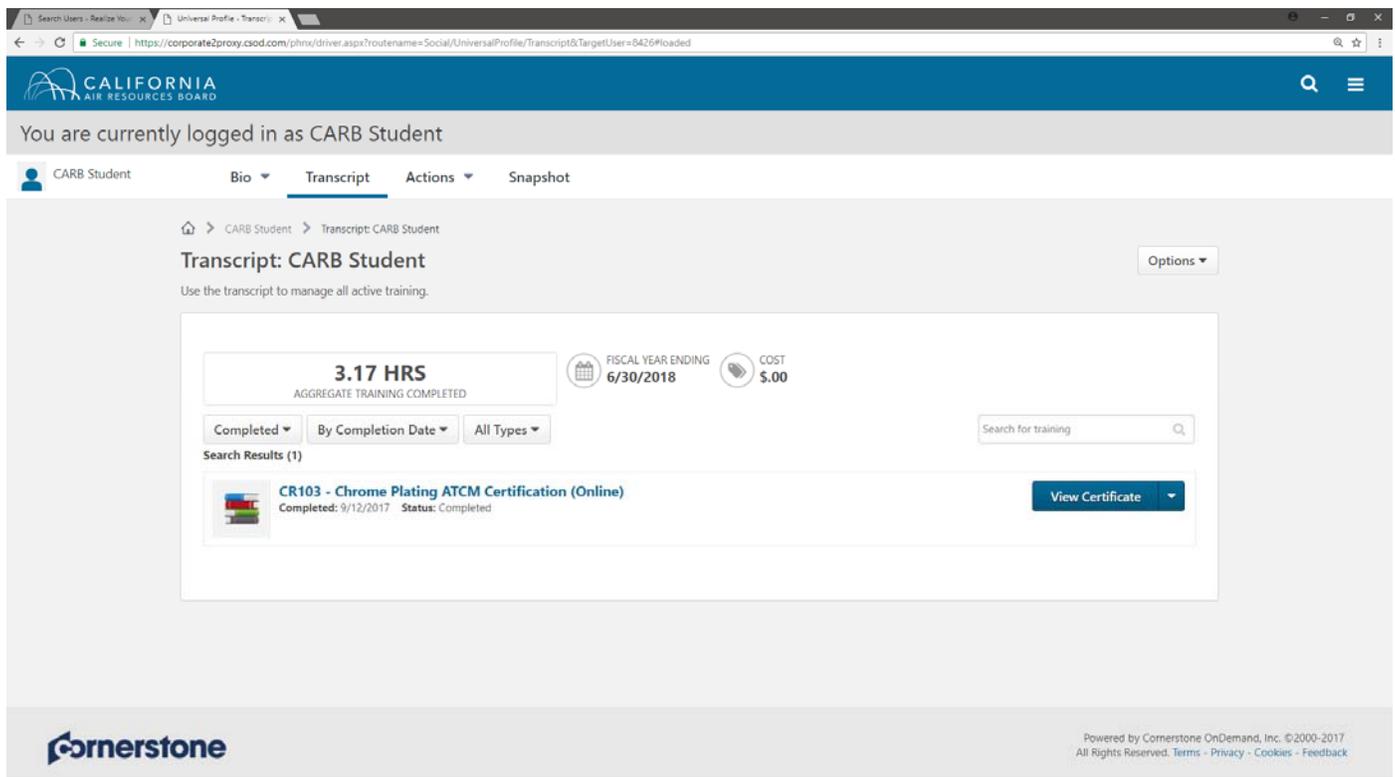
The “Active” dropdown has been highlighted.



The screenshot shows the "Transcript: CARB Student" page. At the top, it indicates "0 HRS AGGREGATE TRAINING COMPLETED". The "FISCAL YEAR ENDING" is 6/30/2018 and the "COST" is \$0.00. A dropdown menu is open on the left, showing "Active" selected and highlighted with a red box. Other filters include "By Date Added" and "All Types". A search bar is present with the text "Search for training". Below the filters, there are two training items listed: "AP102 - Air Quality Training Program (Online)" and "MM104 - Visible Emissions Evaluation (Online)". Both have a status of "In Progress" and a "Due: No Due Date". Each item has an "Open Curriculum" button. The page footer includes the Cornerstone logo and the text "Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback".

From here you can view your completed courses and certificates.

For Online Courses: Pressing the dropdown arrow next to “View Certificate” and selecting “Open Curriculum” allows you to return to and review the course content.



The screenshot shows the "Transcript: CARB Student" page with the filter changed to "Completed". The aggregate training completed is now "3.17 HRS". The "FISCAL YEAR ENDING" is 6/30/2018 and the "COST" is \$0.00. The dropdown menu is now set to "Completed". The search results show one item: "CR103 - Chrome Plating ATCM Certification (Online)". This item has a status of "Completed" and a completion date of "9/12/2017". It has a "View Certificate" button. The page footer includes the Cornerstone logo and the text "Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback".