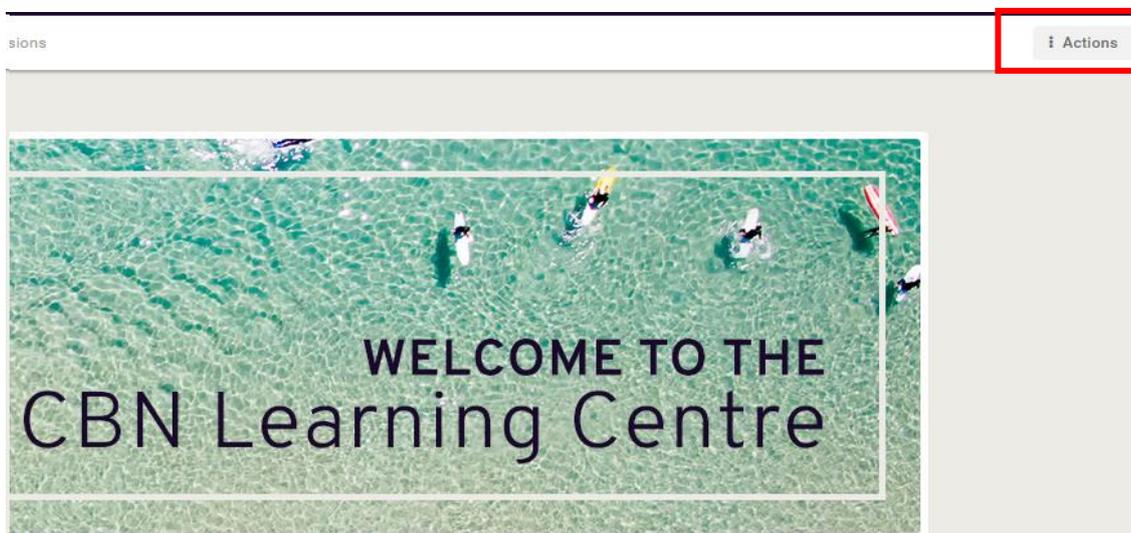


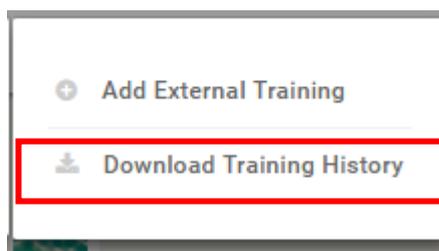
Quick Reference Guide- Accessing Training History

You can easily see how you are progressing with obtaining CPD points.

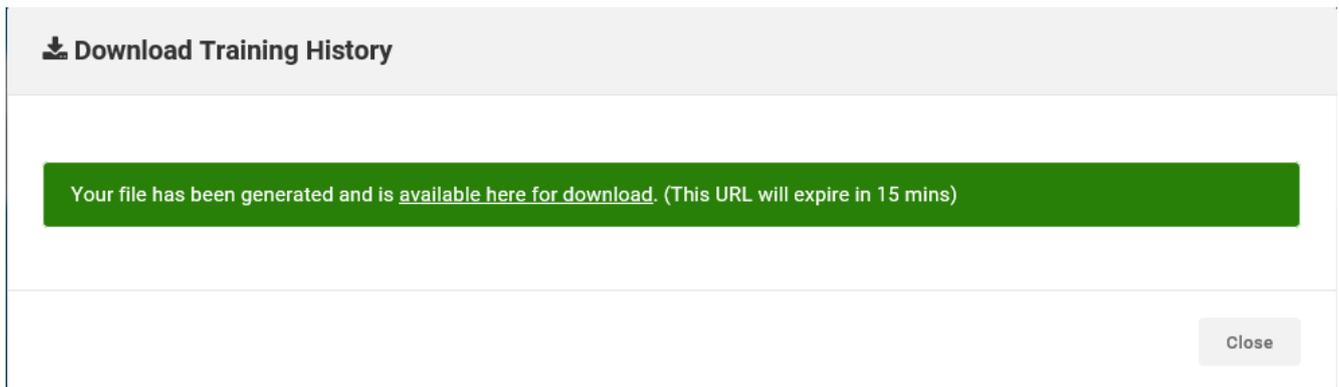
On your dashboard, click 'Actions' at the top right of your screen.



Two options will appear – select 'Download Training History'



A box will appear:



The screenshot shows a notification box with a grey header containing a download icon and the text 'Download Training History'. Below the header is a green message box with the text: 'Your file has been generated and is [available here for download](#). (This URL will expire in 15 mins)'. In the bottom right corner of the notification box is a 'Close' button.

Click on the words 'available here for download' and your training history report will download.

The report contains two pages – the first outlines the training you have undertaken within the Learning Centre, and the second page outlines the CPD points you have earned.