

How to View CIOL Training Completed Prior to May of 2016

Employee training records **prior to May 2016** are accessible via the Unofficial Transcripts function of MDConnect.

Step 1: Login with Your Student Account

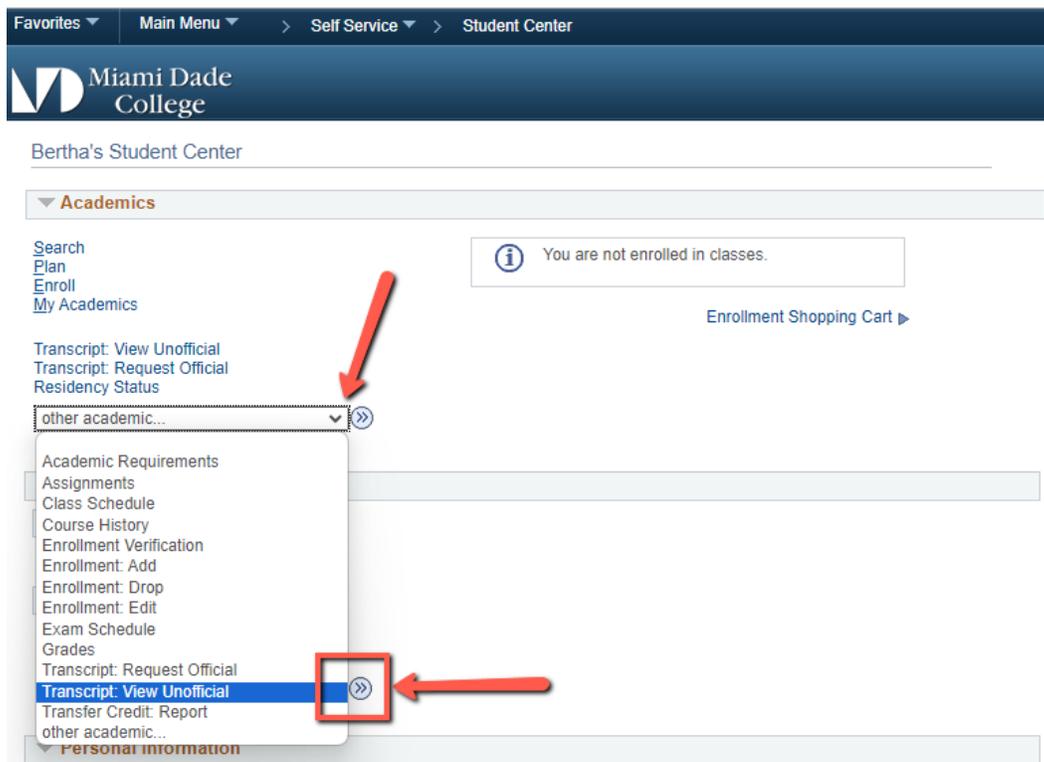
All employees are automatically assigned a student account which follows this format: first.lastXXX, i.e. john.smith001. Log in to [MDConnect](#) using your **student account**.*



* You may retrieve your student account information, reset/change your student password, or to update your challenge question. To do so, visit the page [mdc.edu/password](#) and select one of the options under **Students**.

Step 2: Retrieve Your Unofficial Transcripts

Once you can login to MDConnect using your student credentials, click on the dropdown box "other academic..." and select **Transcript: View Unofficial**, then click on the >> button.

A screenshot of the Miami Dade College Student Center web interface. At the top, there is a navigation bar with "Favorites", "Main Menu", "Self Service", and "Student Center". Below this is the Miami Dade College logo and the user's name, "Bertha's Student Center". The main content area has a "Academics" section with a dropdown menu. The dropdown menu is open, showing options like "Academic Requirements", "Assignments", "Class Schedule", "Course History", "Enrollment Verification", "Enrollment: Add", "Enrollment: Drop", "Enrollment: Edit", "Exam Schedule", "Grades", "Transcript: Request Official", "Transcript: View Unofficial", and "Transfer Credit: Report". The "Transcript: View Unofficial" option is highlighted in blue. A red box is drawn around the right-pointing arrow next to this option, with a red arrow pointing to it from the right. Another red arrow points to the "other academic..." dropdown menu from the top. To the right of the dropdown menu, there is a message box that says "You are not enrolled in classes." and an "Enrollment Shopping Cart" link.

In the **View Unofficial Transcript** screen, click on the Report Type dropdown box, select *Unofficial Transcript*, then click on the View Report button.

Step 3: Locate CIOL Data on Your Transcript

The transcript will open in a new browser tab. **Please ensure your Pop-Up blocker is disabled.**

The first page may contain general and demographic data followed by any credit classes you have taken at MDC.

CIOL workshops and any non-credit classes will be listed last. Be sure to scroll down to the last report page.

CIOL workshops will be listed as “CTD” on your transcript.

Completed courses will show an “S” in the Grade column (see example below).

Course		Description	Spring 2016		Grade	Points
			Taken	Passed		
CTD	0182M	MDCONNECT ESS	0.000	0.000	S	0.000
CTD	0182J	PS101 BASIC NAV.	0.000	0.000	S	0.000
CTD	0182L	HCM OVERVIEW	0.000	0.000	S	0.000
CTD	0182U	MDCONNECT RECRUITING	0.000	0.000	IW	0.000
CTD	0182V	MDCONNECT TRAVEL/EXP	0.000	0.000	IW	0.000