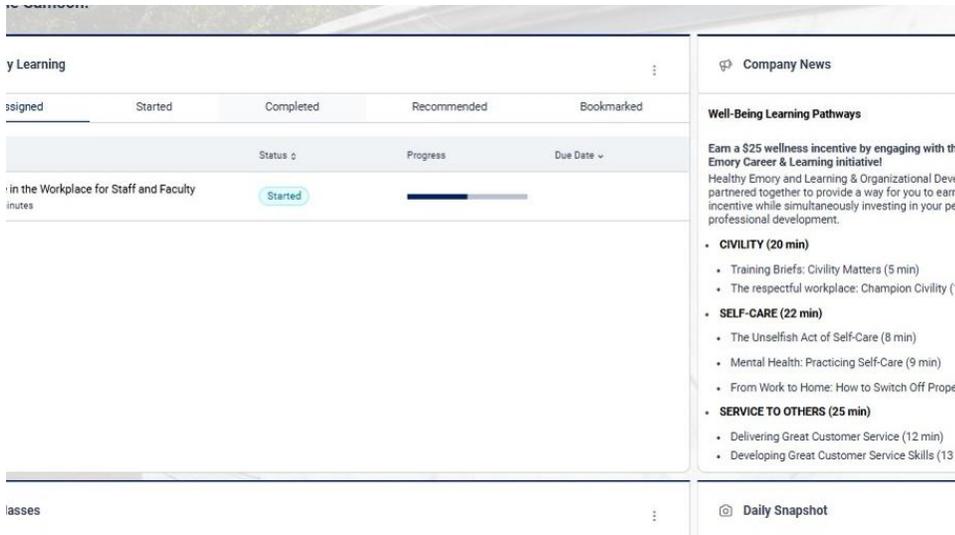


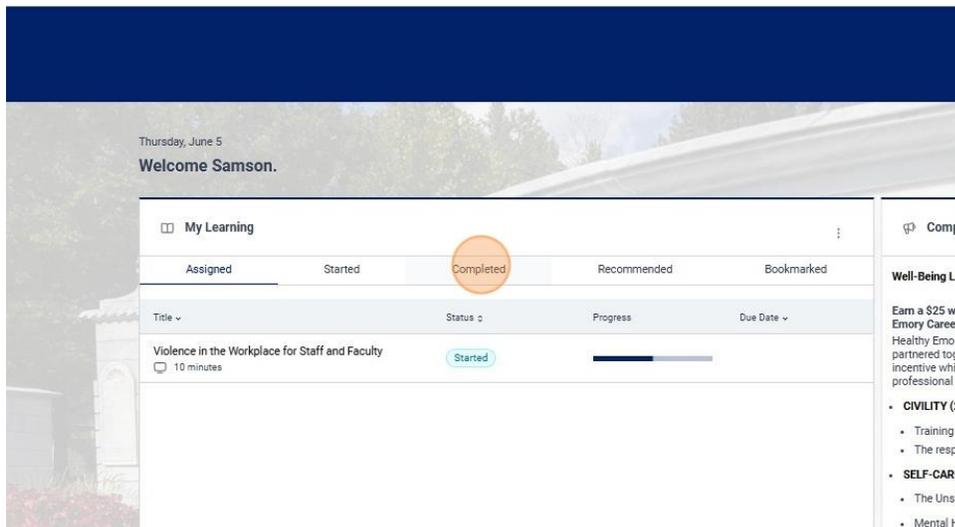
## How To Access Your Brainier Transcript

This job aid provides a clear, step-by-step guide to help Emory users access their Brainier Learning Management System transcript. It is designed to support learners in efficiently navigating the system to locate, view, and download their transcript.

1. Log into your Brainier account using the Self-Service login on the HR website: <https://hr.emory.edu/eu/index.html>
2. Navigate to your dashboard (<https://emory.brainier.com/#/dashboard>)



3. On the dashboard, select the “Completed” tab.



4. Select "View All" at the bottom of the table.

The screenshot shows a table of completed courses. At the bottom of the table, there is a navigation bar with page numbers 1, 2, 3, and 4. The number 2 is highlighted, and a red circle is drawn around the 'View All' button located below the page numbers.

Available	Registered	
Title	Location	Start Date
DAR SOM Assessment Physical Methods CD M		04/01/2025 - 12:00 AM
Month 2: Optional Check-In	Zoom	06/09/2025 - 12:00 PM
Month 3: Financial Management and Research	Zoom	06/10/2025 - 9:00 AM

5. Select the transcript icon in the top right corner.

The screenshot shows a page titled 'View Completion Transcripts'. In the top right corner, there are three icons: a document icon, a transcript icon (highlighted with a red circle), and a download icon. Below the icons is a table of transcripts.

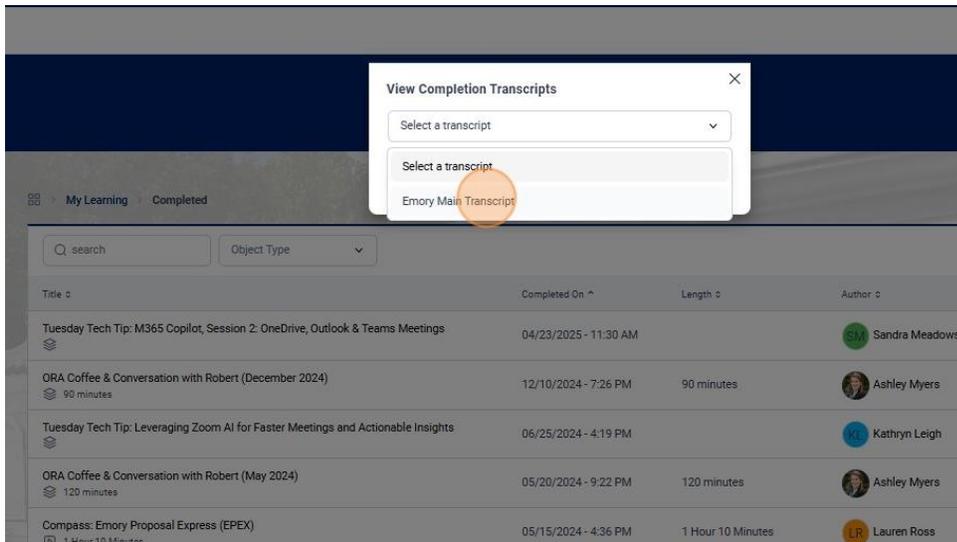
Completed On	Length	Author	Certificate
04/23/2025 - 11:30 AM		Sandra Meadows	
12/10/2024 - 7:26 PM	90 minutes	Ashley Myers	↓
06/25/2024 - 4:19 PM		Kathryn Leigh	
05/20/2024 - 9:22 PM	120 minutes	Ashley Myers	↓
05/15/2024 - 4:36 PM	1 Hour 10 Minutes	Lauren Ross	↓

6. In the pop-up window, click on the drop-down menu.

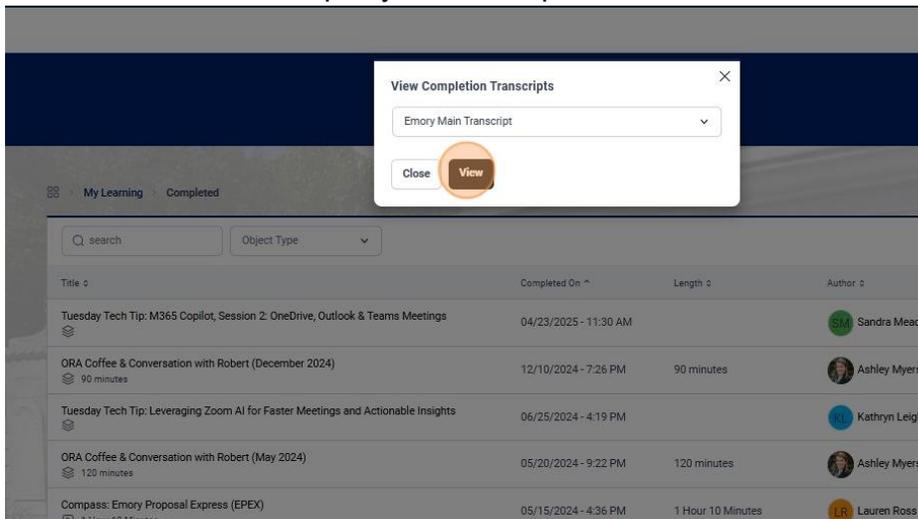
The screenshot shows a pop-up window titled 'View Completion Transcripts'. Inside the window, there is a text input field with the placeholder 'Select a transcript' and a drop-down arrow icon. A red circle is drawn around the drop-down arrow icon. Below the input field are 'Close' and 'View' buttons.

Completed On	Length	Author	Certificate
04/23/2025 - 11:30 AM		Sandra Meadows	
12/10/2024 - 7:26 PM	90 minutes	Ashley Myers	↓
06/25/2024 - 4:19 PM		Kathryn Leigh	
05/20/2024 - 9:22 PM	120 minutes	Ashley Myers	↓
05/15/2024 - 4:36 PM	1 Hour 10 Minutes	Lauren Ross	↓

7. Select the link labeled “Emory Main Transcript.”



8. Select the “View” button to open your transcript.



9. From here, you can download or print your transcript as needed.

Employee Name: JANTOIN HADJOU

Transcript Date: 06/05/2025

EMORY UNIVERSITY  
Brainier Learning Management System

**EMORY UNIVERSITY**

Training Transcript

Course Name	Completion Date	Contact Hours
Tuesday Tech Tip: M365 Copilot, Session 2: OneDrive, Outlook & Teams Meetings	04/23/2025	.75
ORA Coffee & Conversation with Robert (December 2024)	12/10/2024	1.50
Tuesday Tech Tip: Leveraging Zoom AI for Faster Meetings and Actionable Insights	06/25/2024	
ORA Coffee & Conversation with Robert (May 2024)	05/20/2024	2.00
Compass: Emory Proposal Express (EPEX)	05/15/2024	
EBI: Introduction to Emory Business Intelligence	05/08/2024	
Professional Administrative Certification of Excellence (PACE) – A Special Offering for Administrative Professionals!	04/02/2024	0.75
Tuesday Tech Tip: Using Brainier	04/02/2024	

*Please note, depending on the browser you are using the print/save feature may be in a different location. For example, if you are using the Microsoft Edge browser, you can click the printer icon to print or the disc icon to save.*

