

## CityLearner: View and Print Training History

You can access and print your training history from the CityLearner portal. This history includes all courses which have been kept by BHR's learning management systems.

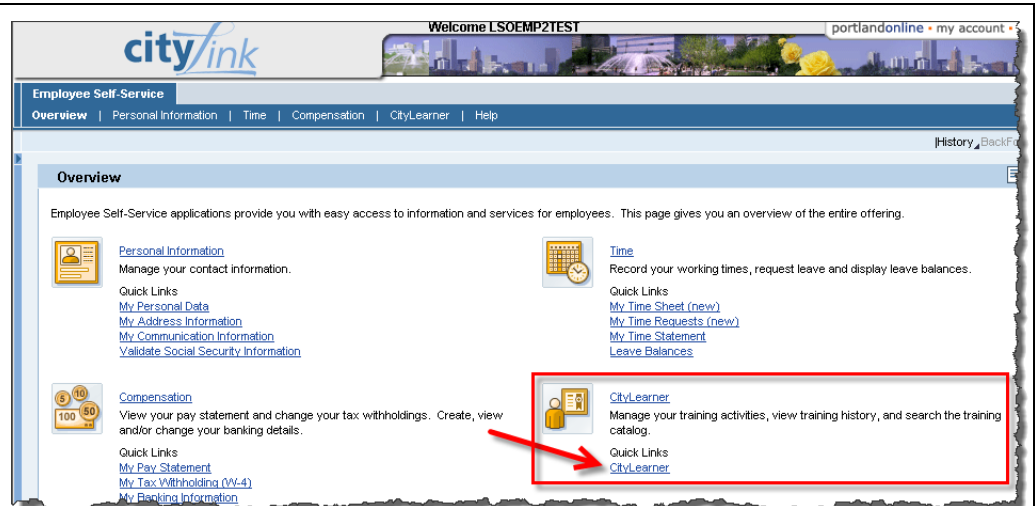
### Quick Steps

#### Step 1:

Log into the **CityLink** page:  
[www.portlandoregon.gov/ess](http://www.portlandoregon.gov/ess)

Click **SAP CityLink**

On the Employee Self-Service tab, click on the **CityLearner** link.



#### Step 2:

On the Training Home page, click the **Training Activities** link in the My Learner Account section.



### Delivery Methods

**Classroom Training:** This is training which is provided by the City of Portland.

*Example:* HR 2.02 Workplace Harassment class provided by BHR.

**External Classroom Training:** This is a training which is provided by an external organization.

*Example:* Conflict Management class provided by PCC.

**Web-Based Training:** This is an eLearning course provided by the City of Portland

*Example:* Approving or Rejecting Requisitions eLearning provided by EBS for SAP training.

**On-the-Job Training:** This is a one-on-one training, usually conducted over a time period in an informal environment.

*Example:* one SAP user training another SAP user where a checklist is completed and turned in to the training administrator.

**Step 3:**

There are three sections for your history. **My Training Activities** is a list of all your current bookings and participation.

**NOTE:** Each delivery method for a course appears on its own tab.

**My Training Activities**

All ( 2 ) Classroom Training ( 1 ) Web-Based Training ( 1 )

This is a list of all the training activities in which you are currently participating or for which you are booked. Click on a course to display details of the course, to cancel your booking, or to set the course to 'completed'.

Your current training activities in summarized format.

Course	Deliv...	Schedule	Location	Learni...	Start
<a href="#">HR 2.02 Workplace Harassment</a>	Classroom	Start <a href="#">04/15/2013 At 09:00</a> End <a href="#">04/15/2013 At 10:00</a>	Portland Building		
<a href="#">MM Requisition Approval eLearning 2</a>	WBT	Released until <a href="#">Unlimited</a>		Accesses 0	

**Step 4:**

**Completed Courses** shows all the courses you've completed.

**Completed Courses**

All ( 4 ) Classroom Training ( 2 ) On-the-Job Training (OJT) ( 1 ) External Classroom Training ( 1 )

You already participated in these courses in the past.

Course	Delivery Method	Schedule	L...	L...	Start
<a href="#">HR 2.02 Workplace Harassment</a>	Classroom	Start <a href="#">02/18/2009 At 09:00</a> End <a href="#">02/18/2009 At 11:00</a>	N/A		
<a href="#">HR 2.02 Workplace Harassment</a>	Classroom	Start <a href="#">06/25/2012 At 09:00</a> End <a href="#">06/25/2012 At 11:00</a>	N/A		
<a href="#">AP Accounts Payable Processor OJT</a>	On-the-Job (OJT)	Start <a href="#">10/12/2010 At 08:00</a> End <a href="#">10/12/2010 At 12:00</a> PST	N/A		
<a href="#">PCC Emotional Intelligence</a>	External Classroom	Start <a href="#">05/03/2012 At 08:00</a> End <a href="#">05/03/2012 At 11:00</a>	N/A		

**Step 5:**

**Cancelled Courses** shows all the courses you have cancelled.

**Cancellations**

All ( 15 ) Classroom Training ( 10 ) External Classroom Training ( 5 )

You canceled participation in the following courses:

Course	Delivery Method	Schedule	Location
GM Grants Management Overview	Classroom	11/17/2008 - 11/17/2008	N/A
GM Grants Management Overview	Classroom	12/09/2008 - 12/09/2008	N/A
GM Grants Management Overview	Classroom	02/11/2009 - 02/11/2009	N/A
The Unconscious Bias in the Workplace	Classroom	03/21/2012 - 03/21/2012	N/A
Test: Intro to Comm	Classroom	03/30/2013 - 03/30/2013	1900 Building
Test: Fee on Internal Class	Classroom	05/20/2013 - 05/20/2013	Portland Building
Test: Fee on Internal Class	Classroom	04/05/2013 - 04/05/2013	Portland Building

**Step 6:**

**Course Costs**

This section shows any fees which have been charged for courses completed or cancelled.

**Course Costs**

These are the costs incurred for courses that were requested, booked, or canceled for you to date:

- USD 0.00 Course costs and USD 100.00 cancellation fees Total **USD 100.00**

[Refresh](#) [Print](#)

**Step 7:**

**Printing a copy of your transcript**


To print a copy of your training history, click the **Print** link at the bottom of the page under Course Costs.

**Course Costs**

These are the costs incurred for courses that were requested, including:

- USD 0.00 Course costs and USD 100.00 cancellation fees

[Refresh](#) [Print](#)

**NOTE:** If you don't want any of the sections to appear (like Cancelled courses), you can minimize that section using the Collapse Tray icon .