

# Reviewing Your Assignments, Registrations, and Transcript

Stay on track by reviewing your own assignments, checking the status of any registrations, and viewing your Epicor Learning Center transcript.

Select an option to learn more about each topic.

## My Assignments

When you log into Epicor Learning Center, the Home Page will reflect the assignments associated with the signed in user – you!

You can see the most recent assignments here or click the button to view all of them.

The page defaults to the Open Assignments tab. These are the individual courses, tasks, or tests that you have not yet completed.

You can sort them by Type or Name just by clicking the heading. You can also sort by the Start Date, Due Date or the assignment Status. If an assignment is past due, a notice appears here in red.

Click on the Agendas tab to see the Agendas that are still being worked on. Content is listed in the recommend order so follow that path.

For example, this Agenda directs us to take this course first. When that is completed, you can easily move on to the next one just by clicking Yes when prompted.

You can quickly see the Agenda Name, the Start Date, Due Date, the total number of items in the agenda, the time it will take to view all the courses and the current percent complete. So, if you have an agenda with 3 courses and a test and you have only watched one course, you will see a 25% complete rate. Make sense?

Roles shows you the role--or roles--associated with your user. Expand the role to see the related content agendas, and then work through the agendas in the order listed.

All Assignments lists all individual assigned courses, tests, and tasks *even* if they are complete.

This same exact information is also available from the side menu under Assignments, My Assignments.

## My Registrations

A registration is made when you sign up for a live or online course taught by an instructor. These are usually associated with a fee.

From the Epicor Learning Center Home Page, you can see all the registrations associated with your user. Click the My Registrations button.

At a glance, you can view your current live course or course suite registrations along with any you took in the past. Live courses also note the location they occurred in.

Take a quick look to your left and you see another path to this same data from the Course Catalog menu.

## My Transcript

When you complete content such as courses, tests and full agendas, they appear in your Transcript. Even if the material was not assigned, it will still appear here if you reached a completed status.

From the side menu expand Transcripts and then choose My Transcript.

The results are organized by Courses, Tests, Tasks, Accomplishments and Agendas. Each shows you the Name and Description.

You can sort Courses by the Completed Date and view the length in minutes.

Tests show your score, if you passed or failed, how many times you took the test, and the date you passed or completed it.

Tasks and Accomplishments show similar data along with Agendas.

Remember, you must *complete* an item before it will appear in your transcript.



The contents of this document are for informational purposes only and are subject to change without notice. Epicor Software Corporation makes no guarantee, representations or warranties with regard to the enclosed information and specifically disclaims, to the full extent of the law, any applicable implied warranties, such as fitness for a particular purpose, merchantability, satisfactory quality or reasonable skill and care. This document and its contents, including the viewpoints, dates and functional content expressed herein are believed to be accurate as of its date of publication. The usage of any Epicor software shall be pursuant to the applicable end user license agreement and the performance of any consulting services by Epicor personnel shall be pursuant to applicable standard services terms and conditions. Usage of the solution(s) described in this document with other Epicor software or third party products may require the purchase of licenses for such other products. Epicor, the Epicor logo, and are trademarks of Epicor Software Corporation, registered in the United States and other countries. All other marks are owned by their respective owners. Copyright © 2021 Epicor Software Corporation. All rights reserved.

---

## About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, [connect with Epicor](#) or visit [www.epicor.com](http://www.epicor.com).



### Corporate Office

804 Las Cimas Parkway  
Austin, TX 78746  
USA

Toll Free: +1.888.448.2636  
Direct: +1.512.328.2300  
Fax: +1.512.278.5590

### Latin America and Caribbean

Blvd. Antonio L. Rodriguez #1882 Int. 104  
Plaza Central, Col. Santa Maria  
Monterrey, Nuevo Leon, CP 64650  
Mexico

Phone: +52.81.1551.7100  
Fax: +52.81.1551.7117

### Europe, Middle East and Africa

No. 1 The Arena  
Downshire Way  
Bracknell, Berkshire RG12 1PU  
United Kingdom

Phone: +44.1344.468468  
Fax: +44.1344.468010

### Asia

238A Thomson Road #23-06  
Novena Square Tower A  
Singapore 307684

Singapore  
Phone: +65.6333.8121  
Fax: +65.6333.8131

### Australia and New Zealand

Suite 2 Level 8,  
100 Pacific Highway  
North Sydney, NSW 2060  
Australia

Phone: +61.2.9927.6200  
Fax: +61.2.9927.6298