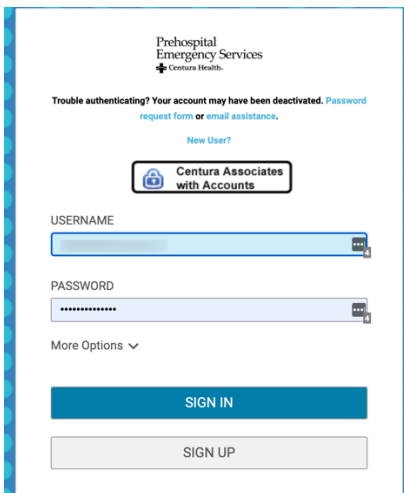


## Printing and Downloading a Transcript Report on CE Connect

On a laptop or tablet...

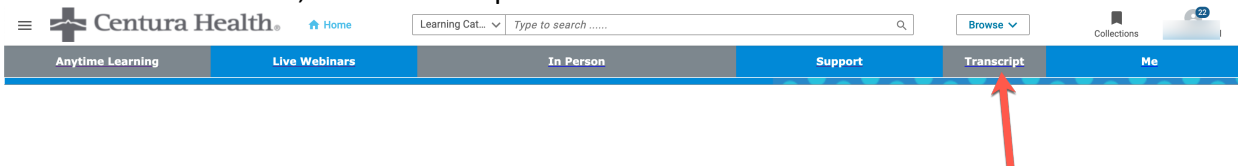
Visit <https://centuraaccess.sabacloud.com>

Login with your email address and password. If you do not have a password, click more options and then forgot password. Type in your email address and click “email me my password”. The system will attempt to send you a new temporary password link. You will need to check your email and then when you change your password, enter a new unused password that is at least 8 characters, mixed case and contains a numeral. If you have troubles or this does not work, email your name and email address to [emsonlinece@centura.org](mailto:emsonlinece@centura.org)

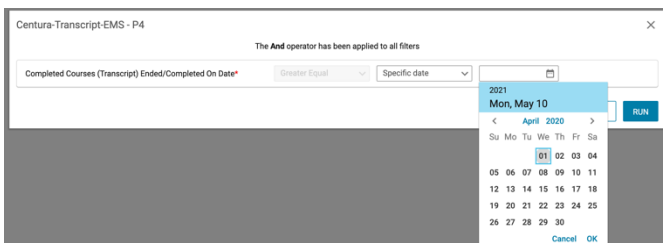


## Accessing the Transcript Report

From the home screen, click “Transcript”



The system will start to run the transcript report. Allow it to run and then choose the date from which you want to run the report. For example, if your renewal date starts on April 1, 2020, you’ll want to set the after date to be April 1, 2020. It is best to leave the pull down set to be “specific date”



Click the calendar icon to select a date. You can click on the year or month to change these or use the arrow keys to change the month. Then choose Ok. Choose Run and the report will run with this date setting. You will always need to enter the date. If you choose Save and Run, the date will be remembered for every time you run the report. The clock will run and aggregate your report and show by categories. You can drill into the categories or save a pdf.

Centura-Transcript-EMS - P4  
Grouped | Report Date: 10-MAY-2021 6:04 PM

Download transcript button

Hit the plusses to expand the transcript

Transcript's Field of Study	Earned Credit in the Field of Study	Person Full Name	Course Title	Instructor Full Name	Completion Date	Local training center	Course Description
NCCP-Local and State							
NCCP-Medical: Endocrine Emergencies - Diabetes							
	1.5						
	2						
NCCP-Medical:							

If you wish to change the duration, you can click on the filters bar. You may adjust the duration and run the program.

Filters

The And operator has been applied to all filters

Completed Courses (Transcript) Ended/Completed On Date\* Greater Equal Specific date 01-Apr-2020

CANCEL SAVE AND RUN RUN

Downloading and viewing your transcript as a pdf or csv (excel readable file) document. Click the download button in the upper right of the window. This will provide a few prompts for formatting your report. Choose your parameters and then download.

## PDF

Download Report

PDF CSV

PDF file exceeding 5120 KB size shall be delivered as a zip file

If choosing, pdf, you may select both boxes or just the summary. The Data only will not show you the search parameters.

Data Only  
PDF will only contain the data table. Blank columns and total rows will not be added to the data table. Charts, if any, and information related to the report like run details, filters, grouping options, legend descriptions, CrossTab column limit indicator, messages related to size and time of data, and signature and disclaimer will be excluded. Theme, if any, will be applied.

Summary Sections  
Improved readability of the grouped report using sections presented in a summary box with its related data table

CANCEL DOWNLOAD

## CSV – manipulatable and not formatted

Download Report

PDF CSV

For CSV, click CSV and then download

CSV file exceeding 1024 KB size shall be delivered as a zip file

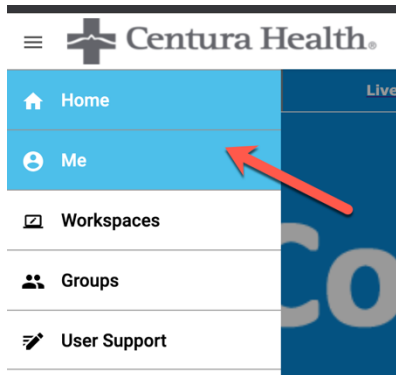
Data Only  
CSV will only contain the data table. Blank columns and total rows will not be added to the data table. Information related to the report like run details, filters, grouping options, messages related to size and time of data, will be excluded.

CANCEL DOWNLOAD

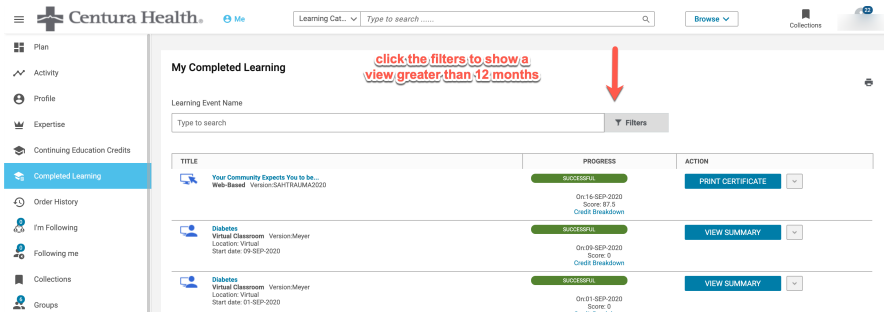
Once the file has downloaded on your computer, you will need to go to where your browser saves the files and open the file.

To access the home page, click the “Centura Health” logo. You may access your most recent completed learning from either the large portlet below the big blue banner and the “view all” link.

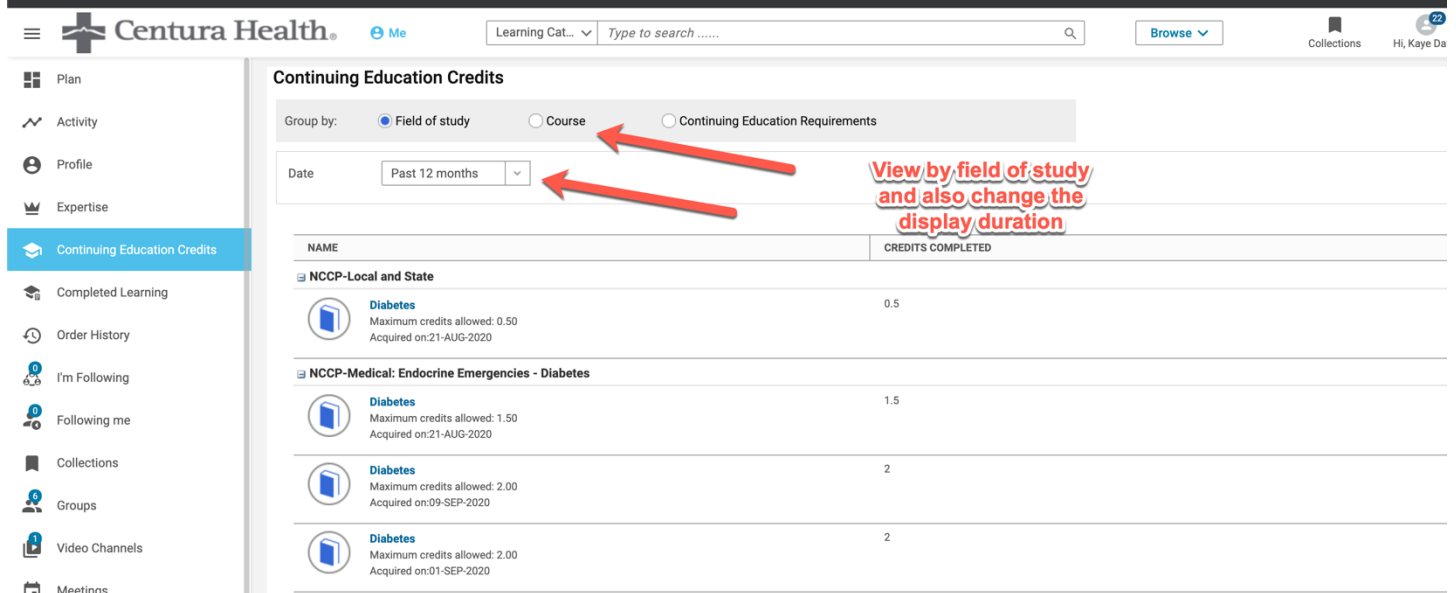
Alternatively, go to the upper left menu (3 lines), click the the 3 lines and then “Me”.



This will open to My Plan – a snapshot of your learning. You may access your completed learning from the menu or green circle. You can print out your certificates from this page. You may also access your continuing education credit listing, much like you could on your transcript.



### Continuing Education Credits



Questions: email [emsonlinece@centura.org](mailto:emsonlinece@centura.org)