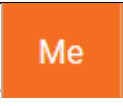
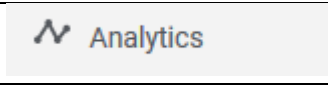
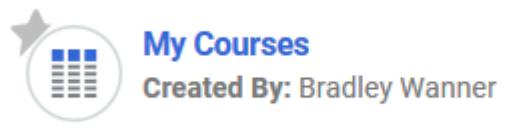
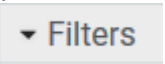
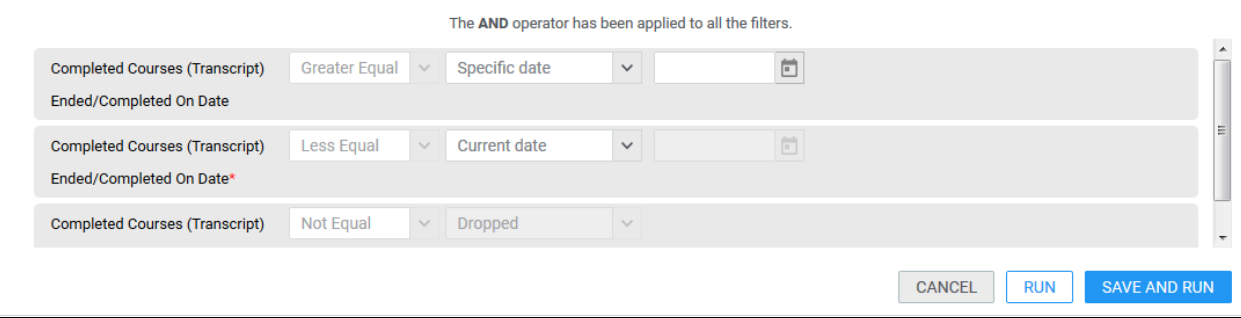



## RIT Talent Roadmap – Downloading Your CPD Transcript

<b>1</b>	Log in to <a href="#">RIT Talent Roadmap</a> with your RIT username and password.
<b>2</b>	To see the progress you have made, click the  button.
<b>3</b>	Once on your page, click <b>Analytics</b> on the left-hand side. 
<b>4</b>	The report available is called <b>My Courses</b> . Click on the title of the report. 
<b>5</b>	Please note, if you are looking for a specific date range, such as courses completed over the past year, you can filter your report (if you wish to see all courses you've ever taken, skip to step 7). Click <b>Filters</b> . 
<b>6</b>	Enter the start date in the first <b>Completed Courses (Transcript) Date Marked Complete</b> field, then enter the end date in the second <b>Completed Courses (Transcript) Date Marked Complete</b> field. Click <b>Run</b> and a new report will generate. 
<b>7</b>	After clicking on the report title, click  in the top right corner and choose the type of file you would like it to download as (PDF, XLSX or CSV).