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How to Complete a Read and Acknowledge

Learner Job Aid

To complete an assigned policy read and acknowledge in MyJourney, begin by accessing your **Transcript** from the **MyJourney Home** screen.



Outcome:

Your Learning Transcript appears.



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Step	Action			
2	Locate the assigned policy and click Launch.			
	MHB FY16 BC 06100 Policy Due: 12/31/2015 Status: Registered	Launch		
Outco	come:			
The do	ocument or policy opens in a new window.			





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Step	Action
3	Read the policy and then close the window by clicking the \mathbf{X} in the right corner of the
	screen.
Outcom	e:
MyJour	nev returns to your Transcript

NOCALADMIN	Transcript:	Options
NOCALADMIN	NOCALADMIN1	
Bio	DATALOADWIZARD	
Transcript	Use the transcript to manage all active training.	
	Active By Date Added All Types	Search for training
Acuons	Search Results (17)	
	DH FY16 Curriculum for MyJourney Due: No Due Date Status: In Progress	Open Curriculum 🔻
	MyJourney Learning - How to Move Training Due: No Due Date Status: Registered	to your Archive

Step	Action		
4	From the Launch drop-down list, click Complete.		
	Launch		
	Launch		
	Complete		
	View Training Details		
Outcom	come:		
The Lau	Launch button changes to Acknowledge.		



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Step		Action	
5	Click Acknowledge.		
		Acknowledge	
Outcom	ne:		
An Ack	mowledgement dialogue box app	ears in a new wind	ow.

By clicking "Acknowledge" I confirm I have read and understand the Dignity Health policy as outlined in this document and agree to follow all procedures included in this policy. Cancel Acknowledge

Step	Action
6	Click Acknowledge.
	Acknowledge
Outcom	ie:
You wil	l return to your Active Transcript screen and the material moves to the Completed
Transci	ipt.

Transcript	Use the transcript to manage all active training. Completed T By Completion Date T All Types T Search Results (59)	Search for training Q
	MHB FY16 BC 06100 Policy Completed: 12/7/2015 Status: Completed	Launch

For help or with questions, please contact the IT Help Desk at 1-888-307-0222.

