Employee should print out transcript from CULearn:

1. Log into culearn.cornell.edu
2. Click on the red "ME" circle
3. Click on the word "Analytics" at far left toward bottom of page
4. Click on "CULearn My Transcript Report"
5. Click on the downward pointing arrow at the upper right of screen to download
6. Select PDF format and click the blue DOWNLOAD box at lower right
7. Wait for the DOWNLOAD box to pop open and click the DOWNLOAD box there
8. Print out the transcript and bring to Katerina, or email it to her at evm23@cornell.edu