

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Accessing Subordinate Transcripts

Step 1: Click on My Responsibilities



Step 2: Click on People



Step 3: Type in the last name, first name, choose the correct domain (this will be either State or External), then click search

Step 4: Choose the appropriate person, choose view transcript from dropdown menu, and then click go

### Manage Users

Create an account for a new user

Perform a search to find users and then perform actions for users.

Last Name:  First Name:  User Search:  ▾

[See more search criteria](#)

Locked	Last Name	First Name	Job Title	Location	Activity	Action	info
	Smith	Karen	No job title	Fairfax, VA	Active	Create Password ▾ Go	
	SMITH	KAREN	Admin and Office Spec III	RICHMOND, VA	Active	<b>View Transcript</b> ▾ Go	