



My Learning History

For every Bentley training course you complete, Bentley Institute Learning Units are recorded to your Bentley online transcript. Use it to demonstrate your professional growth over time and report professional development hours.

Learning Units

Learning Units are Bentley Institute's equivalent to Professional Development Hours (PDHs). For every hour of training you complete, one Learning Unit is added to your online transcript.

Learning Units track the time you invest in improving your skills. Measure your learning achievements to demonstrate career enrichment and growth.

Personal Learning History

*Please note: You must be logged into the Bentley website to access your online transcript.**

Your Bentley online transcript demonstrates your professional growth over time. It can be used to showcase your skills improvement and report professional development hours.

To access your online transcript:

1. Go to www.bentley.com/MyLearningHistory.
2. Choose "Personal Learning History."
3. Your online transcript will be displayed.

Your online transcript displays names, dates, Learning Units, and any accreditations for live training and on-demand self-study courses you have completed. Buttons are provided to print your transcript and/or forward it to others, and you can click on any course title for a printable Certificate of Completion.

The default view displays live training courses. Click the OnDemand eLearning link in the green bar at the top of the table to view the on-demand self-study courses that you have completed.



Certificate of Completion

A printable Certificate of Completion for each training course you complete is available from your online transcript. Click on any course title listed on your transcript to generate and print your personal record of accomplishment. Follow these instructions:

1. Set Internet Explorer to print background images.
 - a. In Internet Explorer, go to *Tools > Internet Options*. This brings up the Internet Options dialog.
 - b. Click the far right tab labeled "Advanced."
 - c. Scroll down to Printing.
 - d. Check the "Print background colors and images" box.
 - e. Click "OK."
2. If a yellow information bar in Internet Explorer stating "Internet Explorer has blocked this site from using an ActiveX control in an unsafe manner. As a result, this page may not display correctly" appears:
 - a. Close the window in which the yellow bar appears, then in Internet Explorer, click on *Tools > Internet Options > Security tab > Custom Level* button.
 - b. Scroll down to the Miscellaneous category and find "Allow scripting of Internet Explorer web browser control" and check "Enable."
 - c. Click OK in the "Security Settings" dialog.
 - d. Click "Yes" to confirm changes to the security settings, then click OK again in the Internet Options dialog.
3. From your online transcript, click on the name of the course for which you would like to print a Certificate of Completion. You will see a personalized certificate with printing instructions.
4. Choose "Print." A new Print Preview will open.
5. To print a certificate that can be displayed in a frame or on a wall, choose "Page Setup."
 - a. Set Orientation to "Landscape."
 - b. Reduce the bottom margin to avoid printing an extra blank sheet.
 - c. Click the button to turn off headers and footers or press "Alt+E."
6. Choose "Print." In the Print dialog box that pops up, choose "Print" again.
7. Turn off the option to print background images from your Internet Explorer web browser.
 - a. In Internet Explorer, go to *Tools > Internet Options*. This brings up the Internet Options dialog.
 - b. Click the far right tab labeled "Advanced."
 - c. Scroll down to Printing.
 - d. Uncheck the "Print background colors and images" box.
 - e. Click "OK."

* You will need your unique user name and password to access Bentley training resources through the Bentley website. If you have forgotten your user name or password:

1. Go to www.bentley.com.
2. Choose "Login" at the top of the web page.
3. Select "Forgot Your User Name or Password?"
4. Enter your email address and click "Submit." Your user name and a new password will be emailed to you.