1. Navigate to the Cornerstone login portal (www.ecu.edu/itcs/cornerstone).
2. Click "Log into Cornerstone" on the righthand side of the page.
3. Enter Pirate ID and corresponding password.
4. The Learner Home page will populate (below).

5. An abbreviated view of your transcript is always visible from the Learner Home homepage. It will outline courses that are past due, due soon and ones that have been assigned to you. To access the training listed, click the title of the training.
6. An employee can access official transcripts two ways, the first is to click on “View” next to transcript on the left-hand side of the page.

7. The second way to view transcript is to hover over “Learning” at the top of the page. A drop-down menu will populate, select “View Your Transcripts”.
8. Active trainings are what populate automatically. To see training already completed, click "Active" and click “Completed”. If the training was completed over a year ago, select “Archived”.

9. To withdraw from a face to face training, click the down arrow next to “View Training Details” and select “Withdraw”.