



Accessing Your Information and Downloading

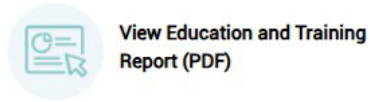
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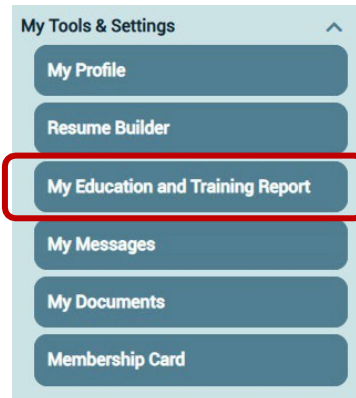
1. Education & Training Report

Downloading Education & Training Report

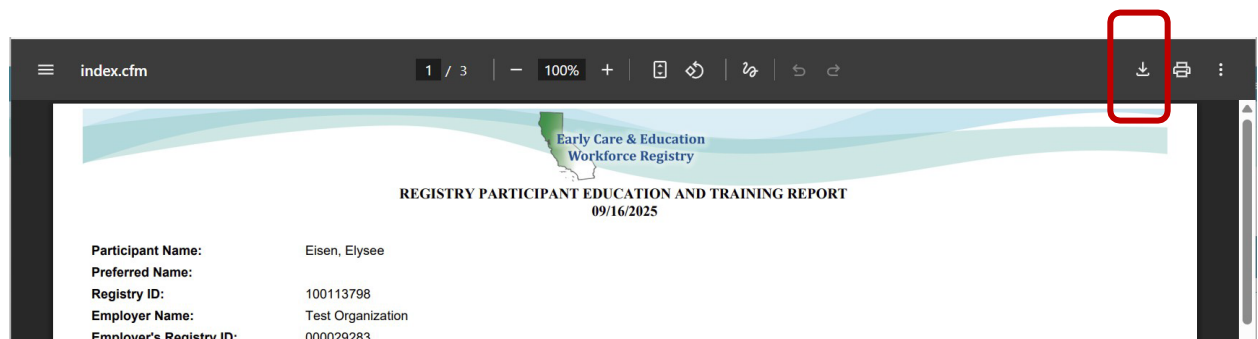
1.1 From Welcome Screen, click **View Education and Training Report (PDF)**



1.2 From Menu – My Tools & Settings, **My Education and Training Report**



1.3 Click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.



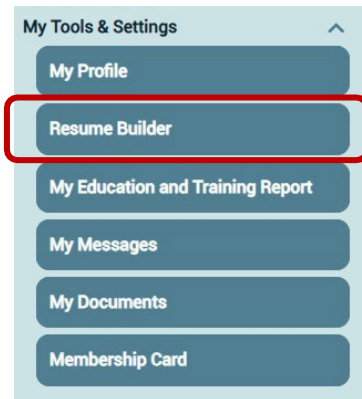
2. Employment History

Downloading Employment History

2.1 From Welcome Screen, click **Resume Builder**



2.2 From My Tools & Settings, click **Resume Builder**



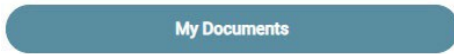
2.3 You do not need to input all of the information in the blank boxes to download your employment history. You can scroll down to the bottom and click **Save Qualifications & Create Resume**. Once clicked a version will be created in Word (or your default app) and downloaded to your files.

Save Qualifications & Create Resume

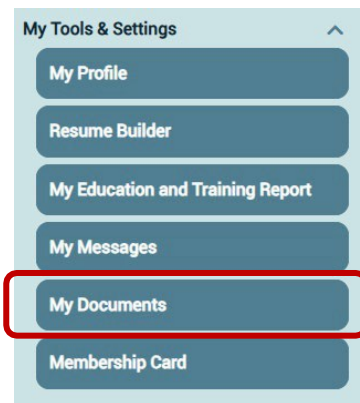
3. My Documents

Downloading Documents

3.1 From Welcome Screen, click **My Documents**



3.2 From My Tools & Settings, click **My Documents**



3.3 Scroll down underneath where you upload documents to view documents uploaded to your **Registry Profile**. For each document, click **View**

Uploaded Documents:

Show entries

Search: [Clear Filters](#)

Document ID	Document Type	Upload Date	Description	View	Status	Edit	Viewable/Not Viewable
Document ID	Document Type	Upload Date	Description		Status		Viewable/Not Viewable
1700489	Permit	12/05/2024		View	Verified		

3.4 Then click on the download symbol on the upper right side. The icon may look different on different browsers (Chrome, Firefox, Safari) and depending on if you are using a mobile phone, tablet or desktop computer.

