

Instructions for printing the UVMMC Mandatories in Cornerstone

Sign into Cornerstone

Hover on “Learning” tab

Select “View Your Transcript”

Set your Dropboxes to “Completed” “By Completion Date” and “Online Class”



You should see your Completed modules populate below.

To save the transcript as a PDF for upload do the following steps:

When you have done the steps above and your completed modules are up on screen, click on the little box with the ellipses (three dots). Select EXPORT TO PDF

A separate window will open as a PDF. Be sure it has the modules are marked COMPLETED and that are the required modules for credentialing. Save that PDF and this is what you will upload to your checklist.