Finding Your Completed Hours on ProLearning

First, Log into ProLearning through MyCOM

Click on the “Flex Credit Dashboard” button on the home page

Hover on the chart to find the dropdown menu and click on “Refresh”

STEP 1: REFRESH the graph and make sure it has updated to the most recent data.

Select “View Details” on the dropdown menu to view your completed activities

View and Print a transcript of your completed hours by clicking on VIEW DETAILS