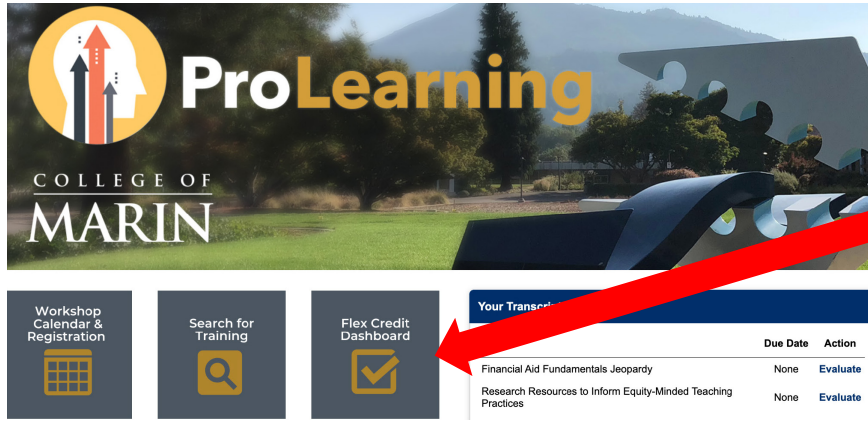
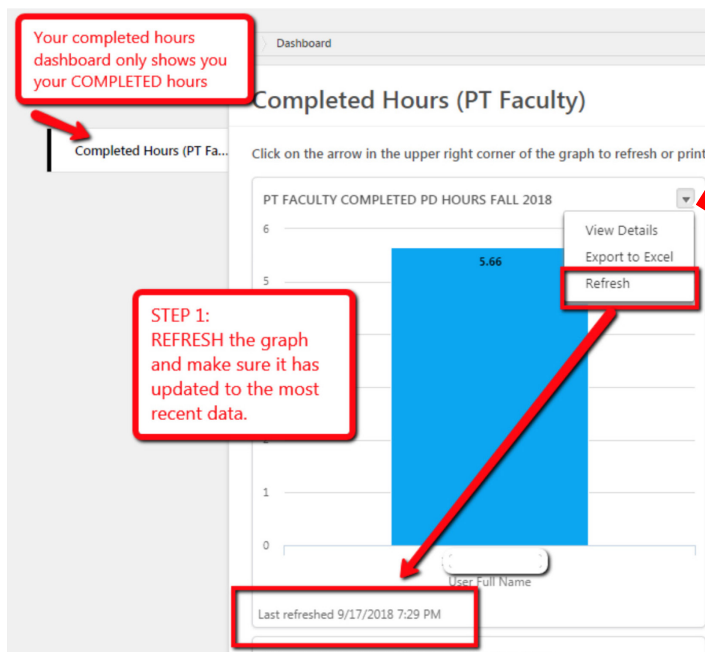


Finding Your Completed Hours on ProLearning

First, Log into ProLearning through MyCOM



Click on the "Flex Credit Dashboard" button on the home page



Your completed hours dashboard only shows you your COMPLETED hours

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.

Last refreshed 9/17/2018 7:29 PM

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

Last refreshed 10/10/2018, 10:01:27 AM