How to View Internship 101 Hours:

1. From the MyQuest homepage, select **My Learning** and click on **My Training History**. This will bring you to the Records/Transcript page.

2. On the Records/Transcript page, click on the Status box. In the drop-down menu, **deselect** all of the options **EXCEPT** for **Not Started** and **In Process**. Click **Done** and then click the **Filter** button.

3. Change the Results per Page to **All**.

4. Click on the checkbox in the gray bar to select all of the courses listed.
5. Click on the Bulk Action drop-down menu. Select **Print Detailed Transcripts**.

6. This will bring up your transcript with detailed information about each of the Internship 101 courses you’re enrolled in.

7. **Scroll all the way to the bottom to view your Internship 101 hours.**