

Accessing Learning Content

This guide provides instructions on accessing learning content in Talent@GW. Talent@GW is accessible from anywhere that has an internet connection. Please contact <u>tag_learning@gwu.edu</u> should you have any questions.

To access Talent@GW:

1. Use the following URL: <u>go.gwu.edu/talentatgw</u> to access the website. Enter your GW credentials (@gwu.edu email and password) if prompted.



OR

2. Go to <u>My Apps</u> and select the Talent@GW app.



3. Use the search box in the upper right corner of the screen to find available courses by keyword or course title.



OR

From the navigation bar go to **Learning>View Your Transcript** to access training that has already been assigned.

TALENT@GW			
Home	Learning	Performan	
	Learner Horr	ne	
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\langle	View Your Tr	anscript	
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4. On your transcript, there are four options from the drop-down menu: **All**, **Active**, **Completed**, and **Archived**. There is also a **Search by Keyword** option.

Filter by Training Status Sort by		Is Sort by Filter by Training Type	Search by Keyword	
A	tive J	Due Date All Types Active	Search	Q
Γ	All			
~	Active	breat Training for GW Faculty and Staff		
	Completed Archived	2025 Status : In Progress / Past Due Training Type : Online Class Training Status : Active	Launch	

Select a status from the drop-down menu before searching for a training title.

Note: Training titles will only appear if they are on the menu selected (e.g., if the **Completed** section is selected, you will not search the courses in the **Active** section).

Launching Course:

- 1. Use the **Search by Keyword** feature to the top right of your transcript to locate your training (if needed).
- 2. Select the **Launch** button to the right of the training title.

Filter by Training Status Sort by	Filter by Training Type	Search by Keyword	
Active Due Date	All Types 🔹	Search	C
Search Results (66)			

3. Your course will open in a pop-up window.

Launching Curriculum:

- 1. Use the search feature on the right side of the transcript to find your training (if needed).
- 2. Once the training is identified, select the **Open Curriculum** to the right of the training title.

Filter by Training Status Sort by		Filter by Training Type	Search by Keyword	Search by Keyword	
Active	▼ Due Date ▼	All Types 🔻	Search	Q	
Search Results (66)	rsecurity Awarene	is	Open Curriculu	m 🔻	

3. Some curricula may have subsections, if so, select **View Details** to see the section content.

COURSE	Course	
O RESOURCES	Completed : 1 Min Required : 1 Total Items : 1	View Details
2	Resources Completed : 0 Min Required : 1 Total Items : 1	View Details

 Select the Launch button to the right of the training title. Your course will open in another window. (The curriculum is complete when the Curriculum Progress wheel is 100%.)



Checking Completion Status and/or Accessing Certificates of Completion:

1. From the transcript drop-down menu, change the **Active** button to **Completed** and search for the desired course.

Filter by Training Status Sort by	Filter by Training Type	Search by Key	Search by Keyword		
Active Due Date	All Types 👻	Search		Q	
All					
Completed 2025 Status : In Pl	for GW Faculty and Staff ogress / Past Due Training Type : Online Class Training Status : Active	2	Launch	•	
Archived					

2. For a certificate of completion, go to the right of the training title and select the drop down menu next to the **View Completion Page** button. Then select the "View Certificate" option.



3. Select other options to view additional information about the course completion.