# STEP BY STEP GUIDE TO DOWNLOADING
# SAFETY TRAINING RECORDS IN MOSAIC

To download your training records from Mosaic:

1. Log in to Mosaic
2. Click on Regulatory Training
3. Click on Learning and Development
4. Click on Session Time and Status
5. Download to excel.  Ensure your records include the Status Date; this is the date you took your training.

1. Log into Mosaic

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2. Click on Regulatory Training



3. Click on Learning and Development
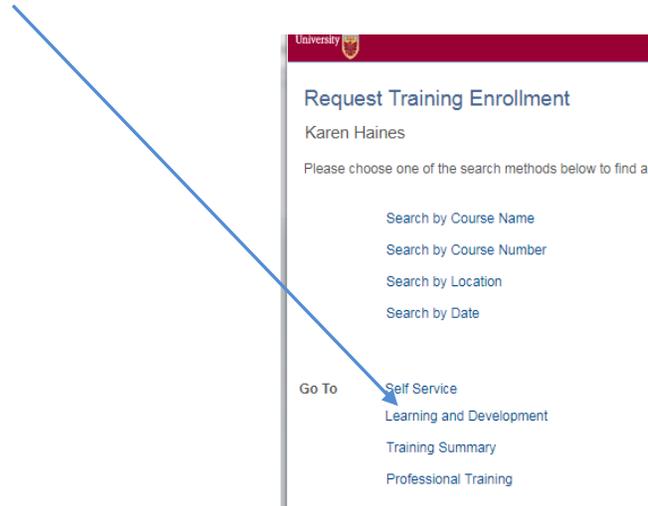
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4. Click on Session Time and Status



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Click on Excel Spreadsheet to download                                             Status date