

Learner Download Profile Reports

When to use: When a learner in a session needs to download their profile report.

****Please note:** The report will open in a new tab in your browser. If it doesn't open, that is an indication that your browser's pop-up blockers are turned on. Turn off your browser's pop-up blockers and download the report again.

Log into TRACOM Learning

- 1) Navigate to tracomlearning.com
- 2) Enter your **USERNAME** and **PASSWORD**.
- 3) Click **LOGIN**.

Navigate to the Reports Tab

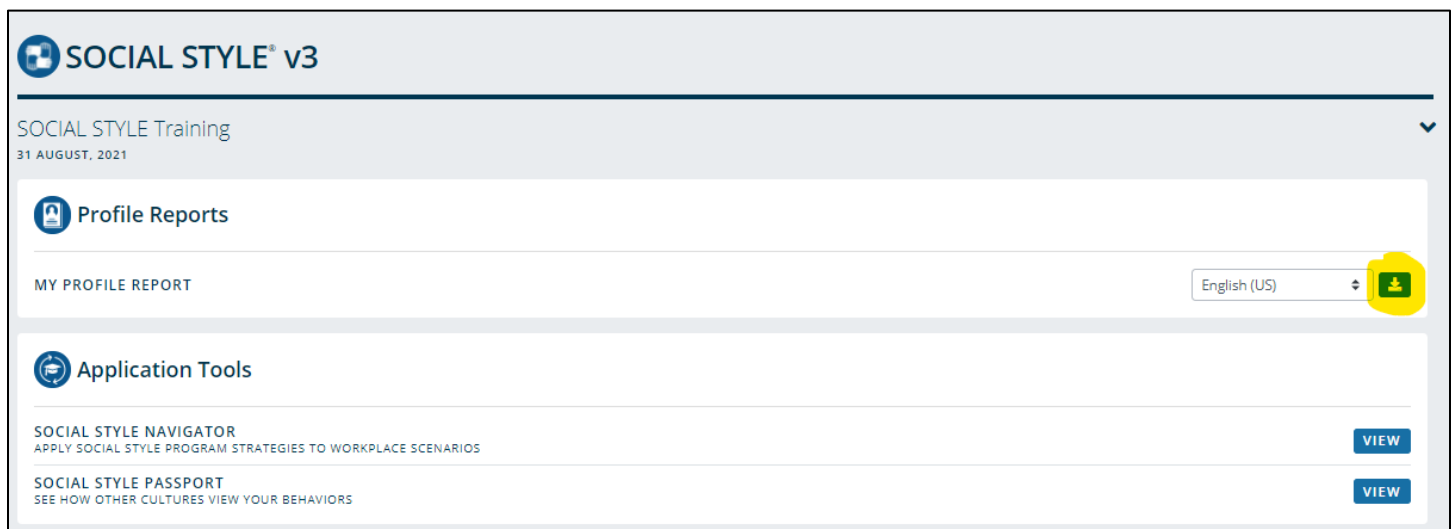
- 1) Click the Reports tab at the top of the page.
- 2) Scroll to the report title that you wish to download.

Select Report Language

- 1) If available in the dropdown, select the language that you'd like to view your profile report.

Download Profile Report

- 1) Click the arrow to download the profile.



The screenshot displays the 'SOCIAL STYLE v3' interface. At the top, it says 'SOCIAL STYLE Training' with the date '31 AUGUST, 2021'. Below this, there is a 'Profile Reports' section with a document icon. Underneath, it says 'MY PROFILE REPORT' and 'English (US)' with a dropdown arrow and a download icon. Below that, there is an 'Application Tools' section with a gear icon. At the bottom, there are two items: 'SOCIAL STYLE NAVIGATOR' with the subtitle 'APPLY SOCIAL STYLE PROGRAM STRATEGIES TO WORKPLACE SCENARIOS' and a 'VIEW' button, and 'SOCIAL STYLE PASSPORT' with the subtitle 'SEE HOW OTHER CULTURES VIEW YOUR BEHAVIORS' and a 'VIEW' button.