

Viewing Training Transcripts and Schedules for People in your Department

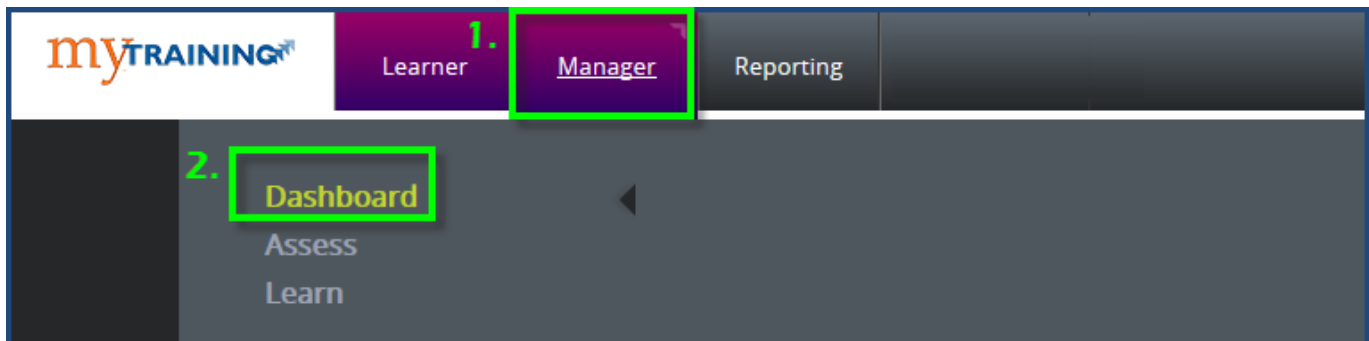
The myTraining system provides users with the UF_N_EL_PROXY role the ability to view transcripts and schedules for people in their departments. This instruction guide will show you how to access a person's training transcript as well as scheduled trainings.

The UF_N_EL_PROXY is assigned to users who will serve as a substitutes for managers in the myTraining system to perform delegated training administration functions. These functions include:

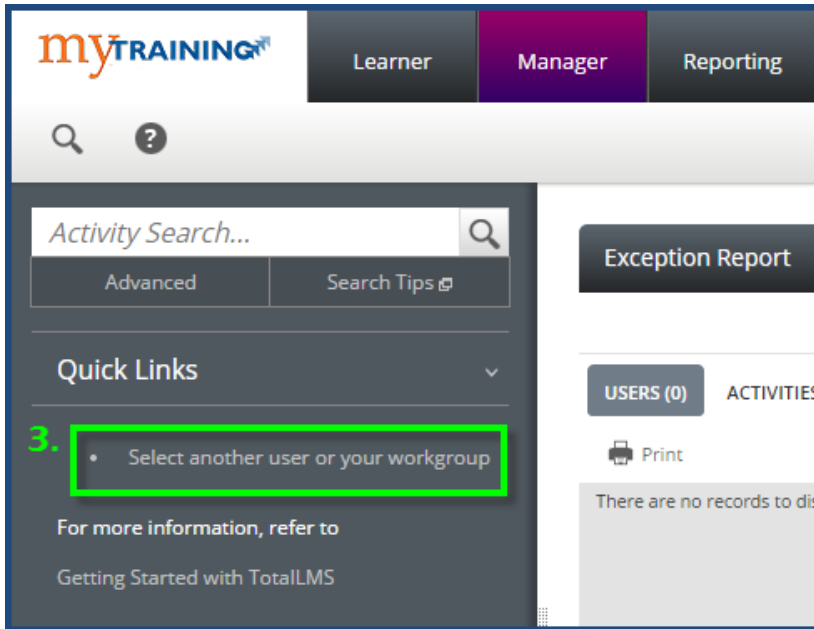
- Learner permissions
- View of transcript for people in the department
- Enrolling people in department for training
- View training enrollment of people in department
- Access to Manager dashboard
- Use of Reporting dashboard to run reports that include training information on themselves, people in their department(s), and people in learning activities where they are listed as an instructor

Steps to Access Training Transcripts

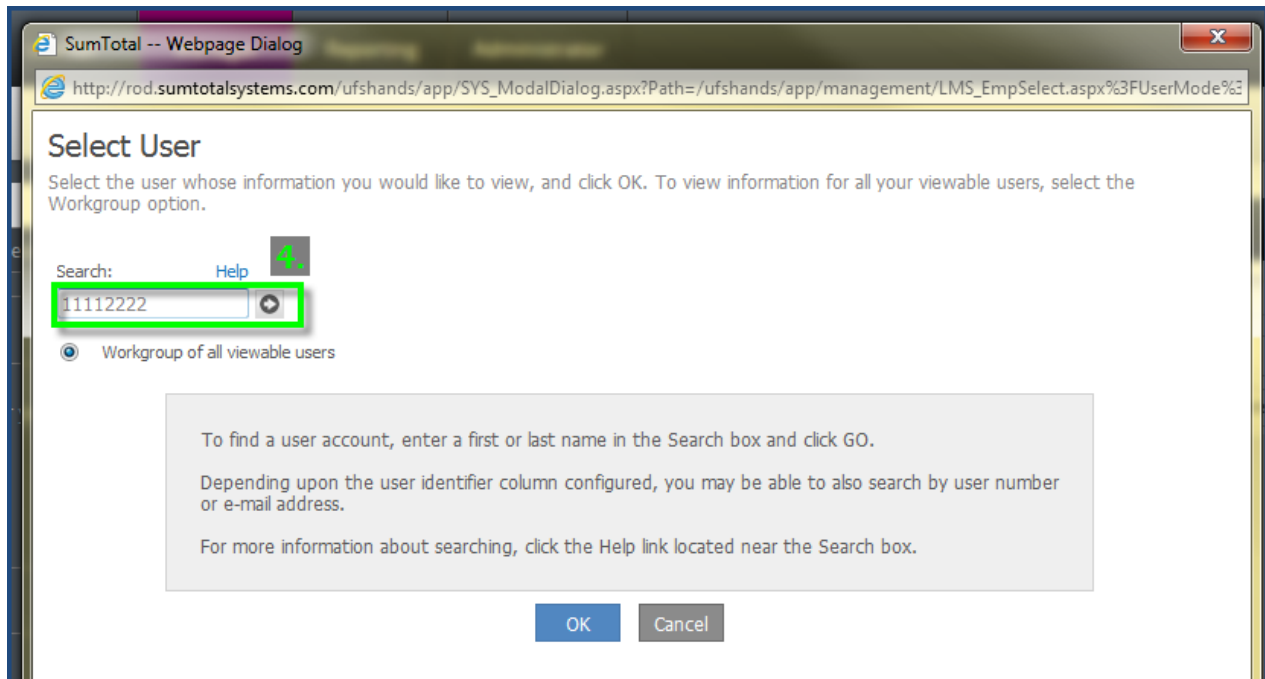
1. Upon logging in to the myTraining website, hover over the **Manager** tab.
2. Click the **Dashboard** link.



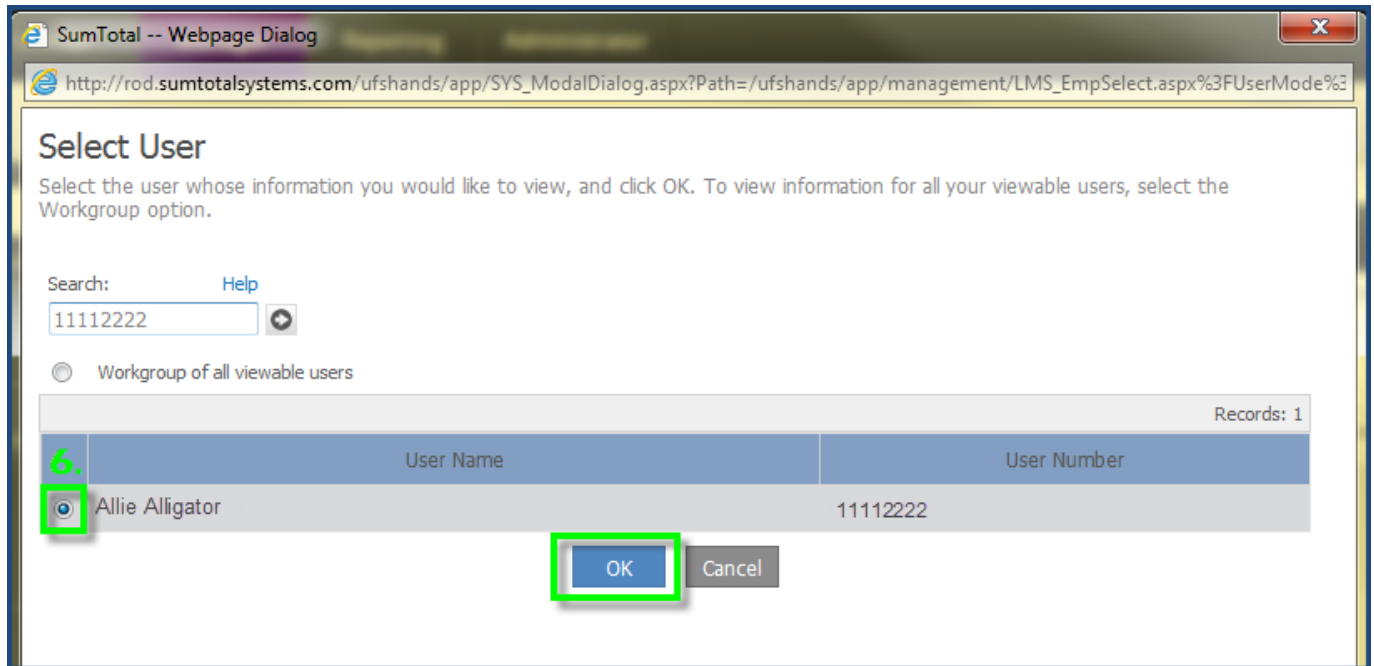
3. Click on **Select another user or your workgroup** link under Quick Links.



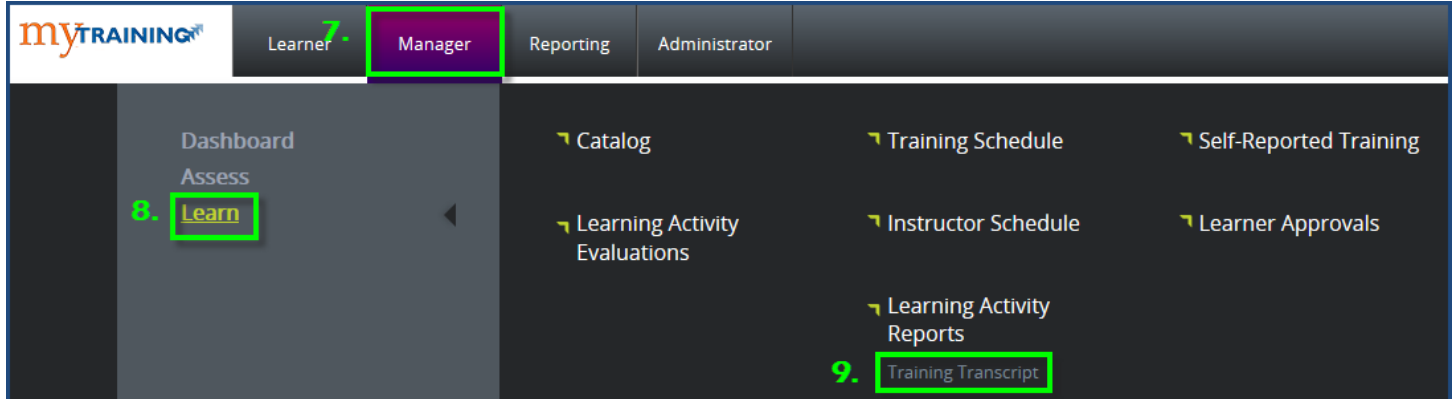
4. Enter a UFID or name and click the **right arrow** next to the **Search** field.



5. Click the radio button next to the user's name.
6. Click **OK**.



7. Hover over the **Manager** tab.
8. Hover over the **Learn** link.
9. Click on the **Training Transcript** link under the Learning Activity Reports heading.

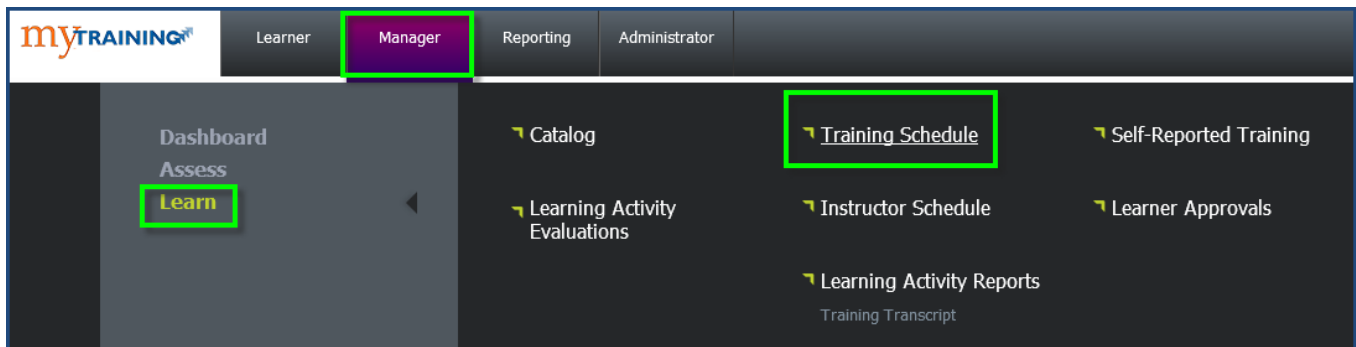


You are now able to view the user's training transcript which includes certificates.

Steps to Access a User's Scheduled Trainings

Follow steps 1 – 9 from the section above.

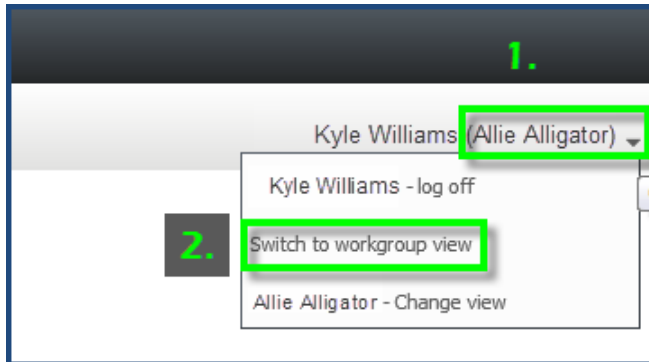
1. Click on **Training Schedule** link.



You are now able to view the user's scheduled training.

Switching Back to Your View

1. Click on the down arrow next to your name (in parenthesis you will see your department member's name).
2. Select the Switch to workgroup view link.



You are now back to your own training view. To verify, the name displayed in the right hand corner will no longer display your department member's name.

If you need help with...

Technical issues, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.

Other issues, please contact UF Training and Organizational Development at (352) 392-4626.