

# Viewing Training Transcripts and Schedules for People in Your Department

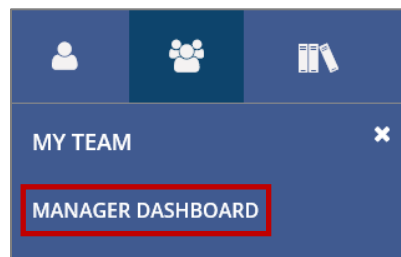
The myTraining system provides users with the UF\_N\_EL\_PROXY role the ability to view transcripts and schedules for people in their departments. This instruction guide will show you how to access a person's training transcript as well as scheduled trainings.

The UF\_N\_EL\_PROXY is assigned to users who will serve as substitutes for managers in the myTraining system to perform delegated training administration functions. These functions include:

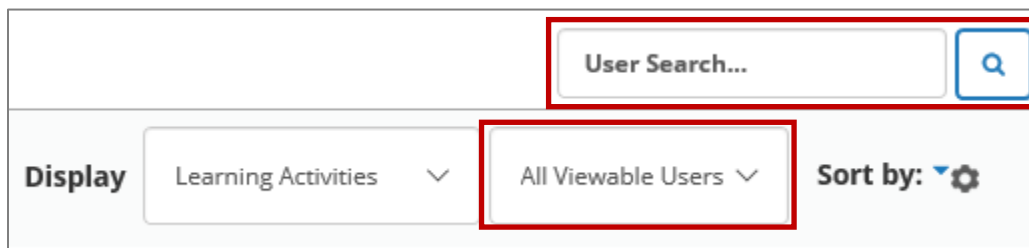
- Learner permissions
- View of transcript for people in the department
- Enrolling people in department for training
- View training enrollment of people in department
- Access to Manager dashboard
- Use of Reporting dashboard to run reports that include training information on themselves, people in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

## Steps to Access Training Transcripts

1. Log into myTraining.
2. Click the **My Team** tab.
3. Click on **Manager Dashboard**.

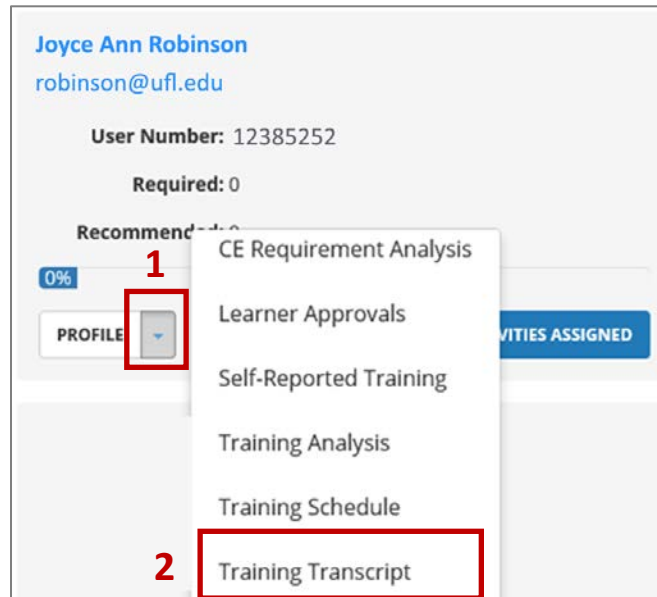


4. Locate the **user** -OR- Enter the **UF ID** or **name** in the User Search box and click **Search**.
5. If the user is not appearing, change Display to **All Viewable Users**.



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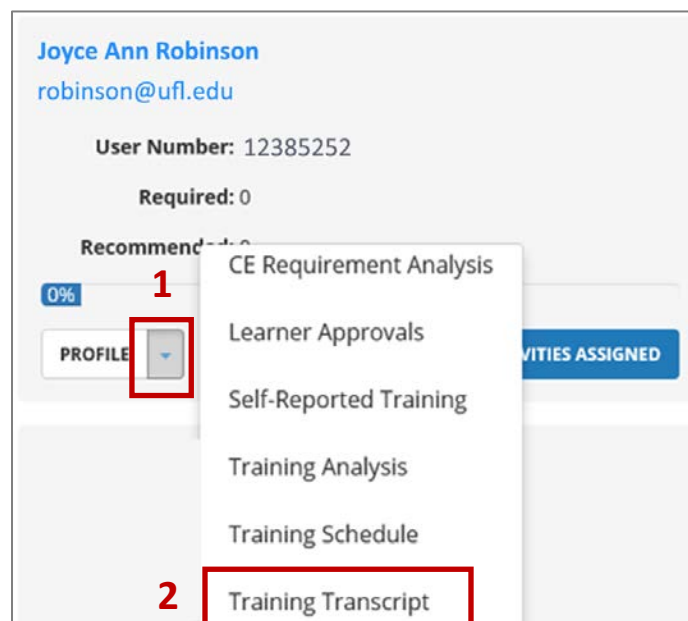
6. Click on the drop down menu beside **Profile**.
7. Click on **Training Transcript**.



**NOTE:** You are now in emulation mode and able to view the user’s training transcript which includes certificates.

### Steps to Access a User’s Scheduled Trainings

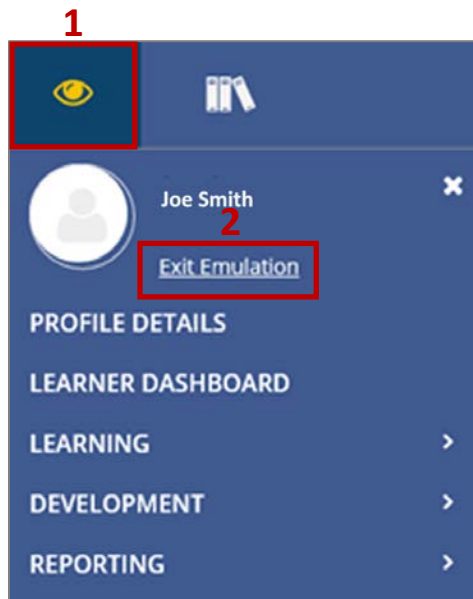
1. Follow steps 1-7 from the section above.
2. Select **Training Schedule**.



**NOTE:** You are now in emulation mode and able to view the user's scheduled training.

## Switching Back to Your View

1. Click on the **Self** tab.
2. Click **Exit Emulation**



**NOTE:** You are now back to your own training view. To verify, click the **Self** tab and verify that your name appears.

If you need help with...

Technical issues, contact the UF Computing Help Desk at 392-HELP or [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

For additional help, please contact UF Training and Organizational Development at (352)-392-4626.