

Viewing Training Transcripts and Schedules for People in Your Department

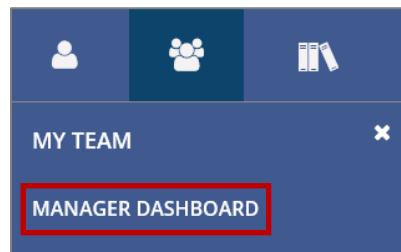
The myTraining system provides users with the UF_N_EL_PROXY role the ability to view transcripts and schedules for people in their departments. This instruction guide will show you how to access a person's training transcript as well as scheduled trainings.

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:

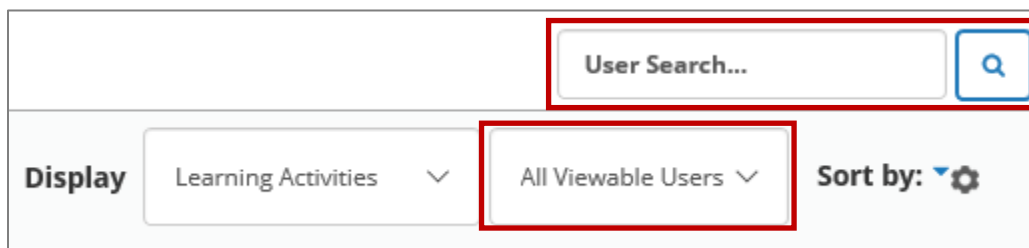
- Learner permissions
- View of transcript for people in the department
- Enrolling people in department for training
- View training enrollment of people in department
- Access to Manager dashboard
- Use of Reporting dashboard to run reports that include training information on themselves, people in 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**.

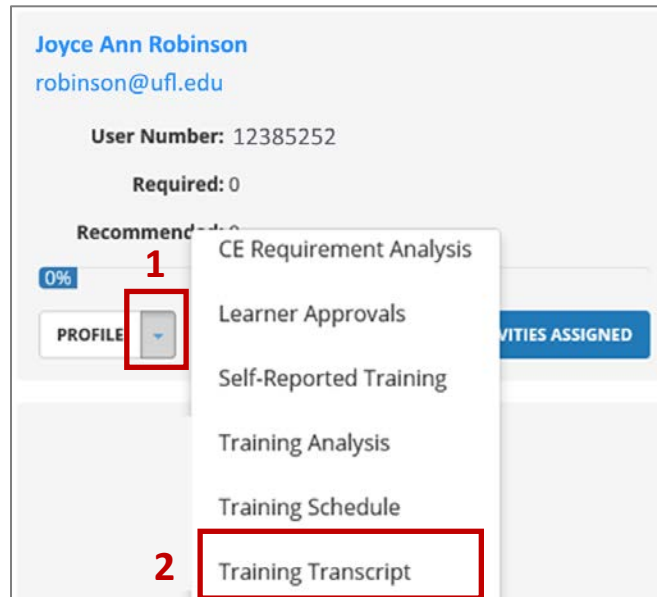


4. Locate the **user** -OR- Enter the **UF ID** or **name** in the User Search box and click **Search**.
5. If the user is not appearing, change Display to **All Viewable Users**.



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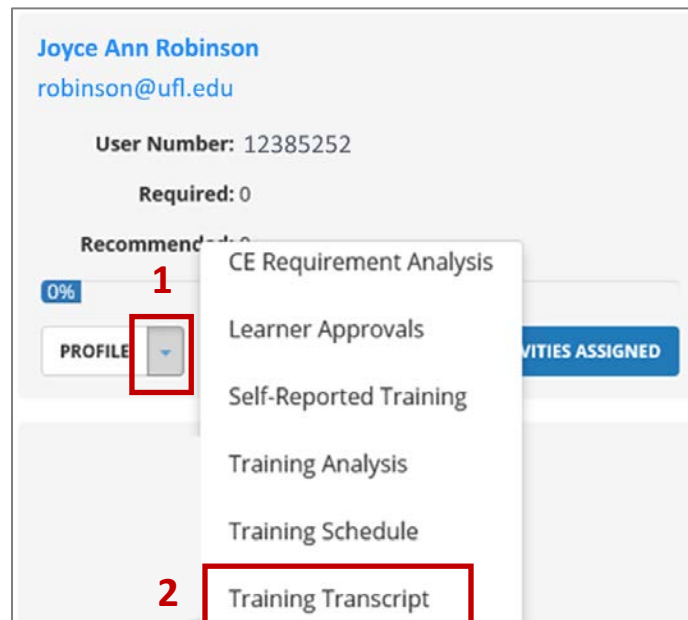
6. Click on the drop down menu beside **Profile**.
7. Click on **Training Transcript**.



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

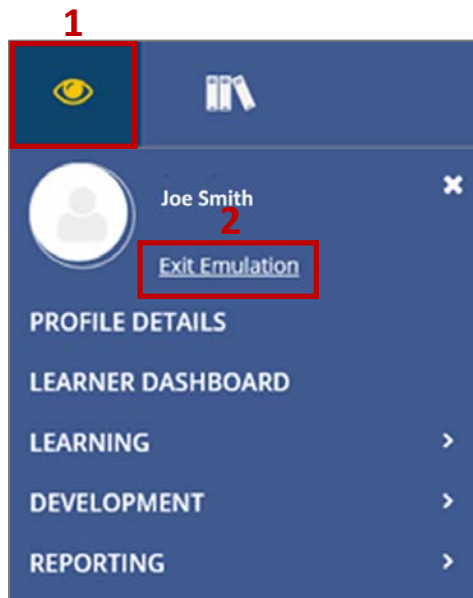
1. Follow steps 1-6 from the section above.
2. Select **Training Schedule**.



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.

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