![myTRAINING logo - learn ▸ grow ▸ achieve]

myTRAINING INSTRUCTION GUIDE

This guide is to be used as a resource for successfully completing training within the myTraining training management system

LOGGING INTO MYTRAINING

To log into myTraining:

1. Log into **my.ufl.edu** with your GatorLink Username and Password

2. From the **Main Menu**, navigate to **My Self Service** > **Training and Development** > **myTraining**.

An additional method of logging into myTraining depends on whether you are a UF or UF Health Shands employee. The steps listed below are specific for each group.

UF Employee

1. Access http://mytraining.hr.ufl.edu
2. Click the **University of Florida** button.

3. Login with your UF Username and Password

UF Health Shands Employee

1. Access http://mytraining.ufhealth.org

2. Click the **UF Health Shands** button

3. Login with your UF Health Shands Username and Password

If you do not meet the definition for either a UF or UF Health Shands employee, you would click the **Create Account** button.

After logging into myTraining, you will see the myTraining Dashboard. The Dashboard is also referred to as the Home page. The Dashboard contains the Banner and allows you to search for and access learning activities, view your training transcript, complete evaluations, and access help.
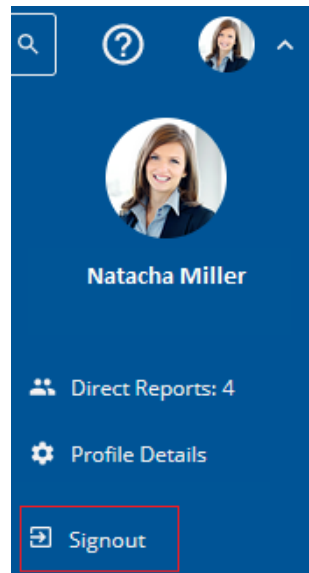

Self Drop Down

As a Learner, you will see the Self Drop Down button at the top of the screen on the Banner.
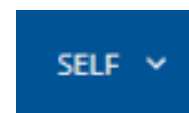
If you click the Self Drop Down button, you will see a drop-down list that displays several system functions.
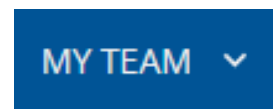
When ready to leave myTraining, you must signout from your profile photo at the top right corner of the screen on the Banner.

My Team Drop Down

If you are a Manager in myTraining, you can access functions to help manage training for those you supervise.

Some examples are assigning training or viewing employee transcripts.

Administration Drop Down

If you are an Author, Training Administrator or higher in myTraining, you can access functions that allow you to manage activities and rosters, plus other administrative processes.
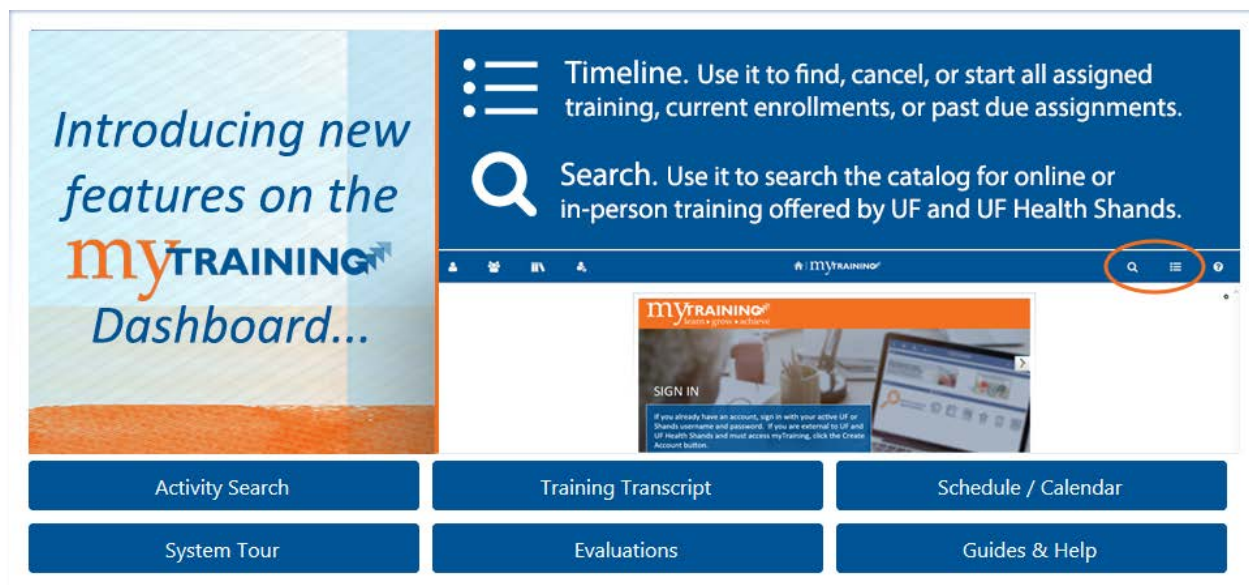

On the right side of the Banner, you can search, open Vendor-supplied help, and signout of myTraining by clicking on the drop down next to the imagine.

No matter where you are in the system, clicking the myTraining Home logo on the corner of the banner will take you back to the main Dashboard.

Directly beneath the Banner is the News and Quick Links sections.

The **News** section will display any new, important information relevant to you as a learner. For example, this page may contain announcements, directions, or helpful links.
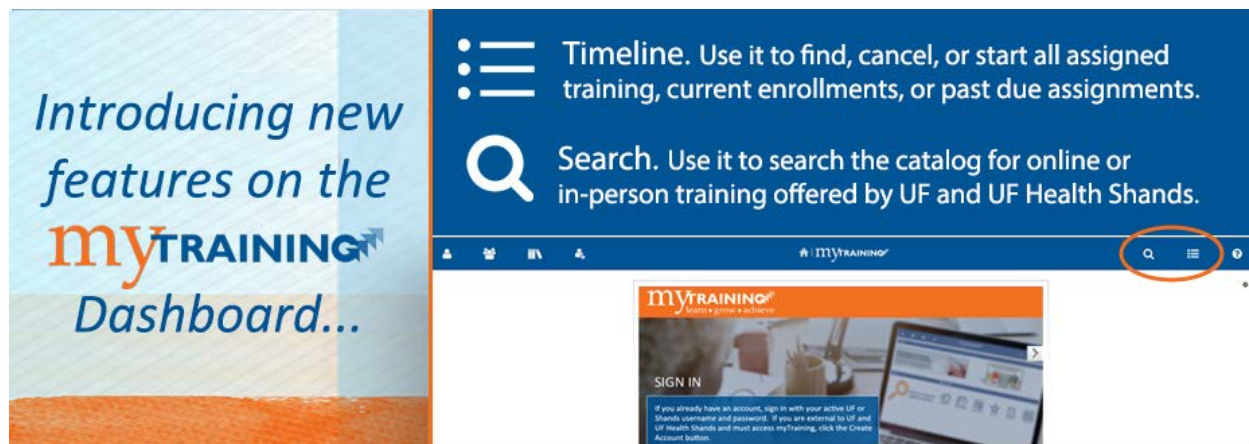
The **Quick Links** section allows you to access various tools and features in the system.

You can immediately search for your desired learning activities by using the **Activity Search** button.

Activity Search	Training Transcript	Schedule / Calendar
System Tour	Evaluations	Guides & Help

Click the **Training Transcript** button to show a record of all your activity attempts and related scores, if any. The **Schedule/Calendar** button displays a list of current training activities for which you are registered, along with the status of each activity.

Activity Search	Training Transcript	Schedule / Calendar
System Tour	Evaluations	Guides & Help
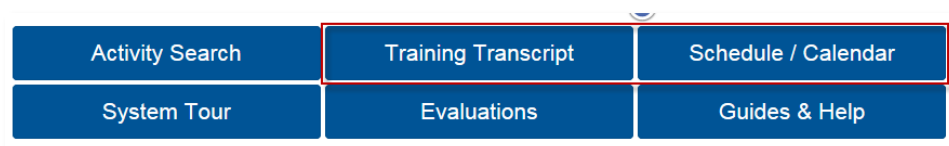
The **System Tour** button provides access to a video that takes you on a tour of the myTraining system.

Activity Search	Training Transcript	Schedule / Calendar
System Tour	Evaluations	Guides & Help
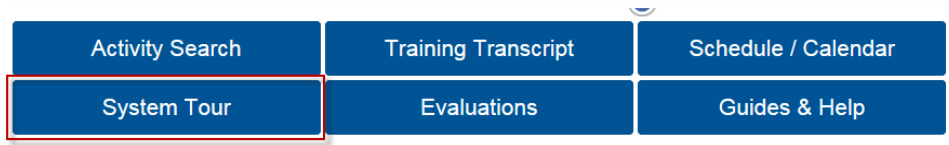
Click **Evaluations** to access any pending evaluations you need to complete. The **Guides & Help** button launches the myTraining Help page where you can search for UF-specific help resources.

| Activity Search	Training Transcript	Schedule / Calendar
System Tour	Evaluations	Guides & Help
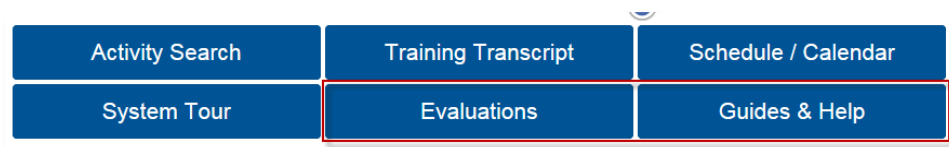
SEARCHING FOR LEARNING ACTIVITIES

You can search for learning activities by using the Activity Search button, the Search box on the Banner or the Library icon. Any search function allows you to find an activity by typing in any part of its name or activity code. For example, if you are looking for New Employee Challenge, Part 1, you can type in "New", "Part 1", or "UF_NEO100".

Activity Search or Banner Search

1. Click the **Activity Search** button in the **Quick Links** section or the **Search** box on the **Banner**.

2. Enter in the search criteria into the **Search textbox** and click the **magnify lens icon**.

3. Search results will appear underneath.
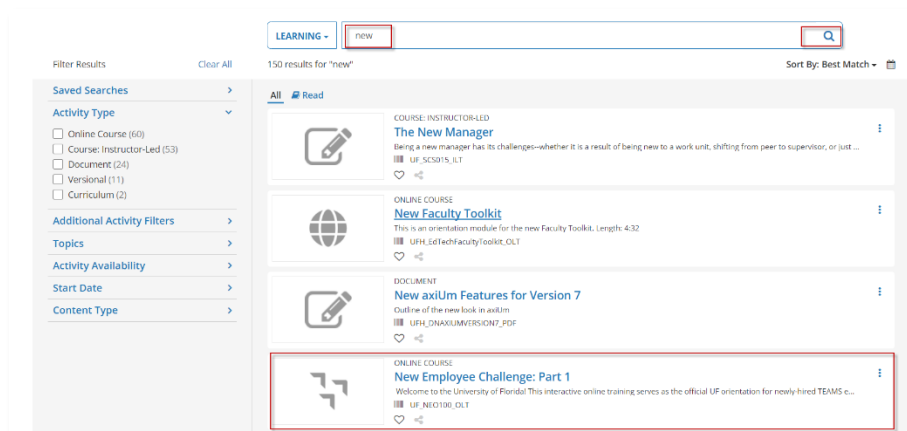
Library Search

1. Click the **Library** icon on the left side Banner

2. Choose either the **UF** or **UF Health Shands** libraries.
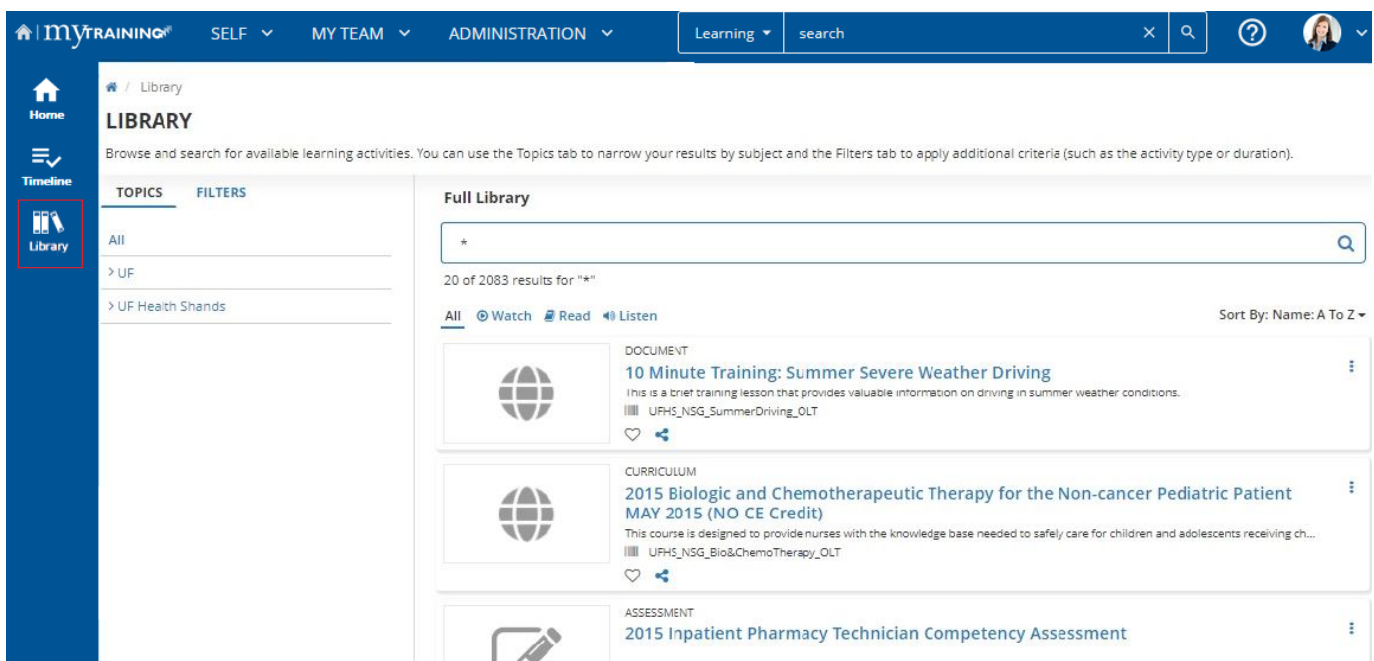
3. Once you have chosen the desired library, you will see all available activities displayed on the right of the screen. Enter the search criteria into the **Search textbox** and then click the **magnify lens icon**.

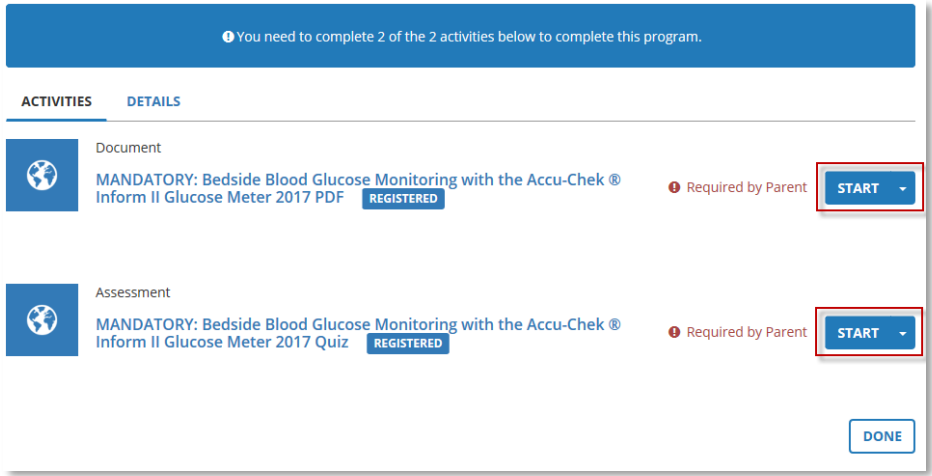4. Click the **X** to the right of the Library title to show the filter options.
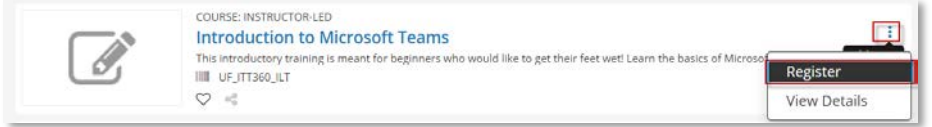

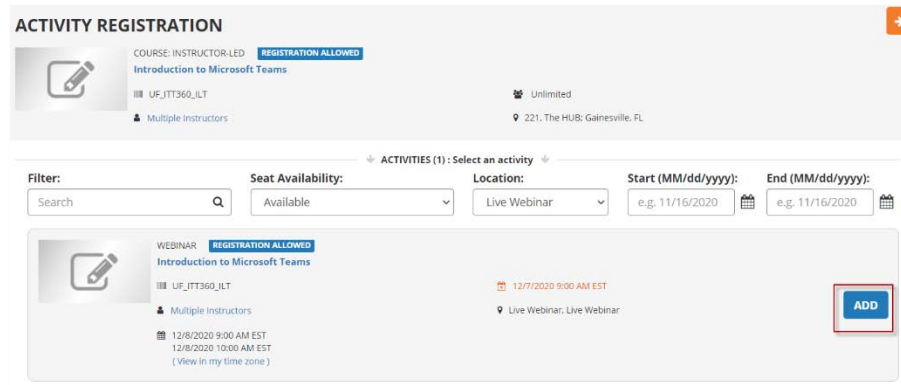5. You can also filter the results to display only activities that meet certain parameters by clicking the Filter button.
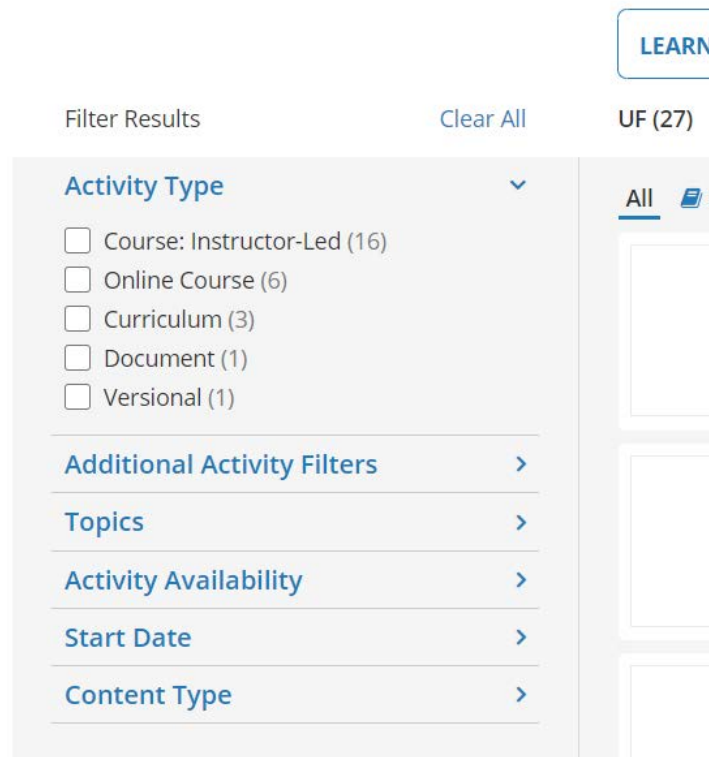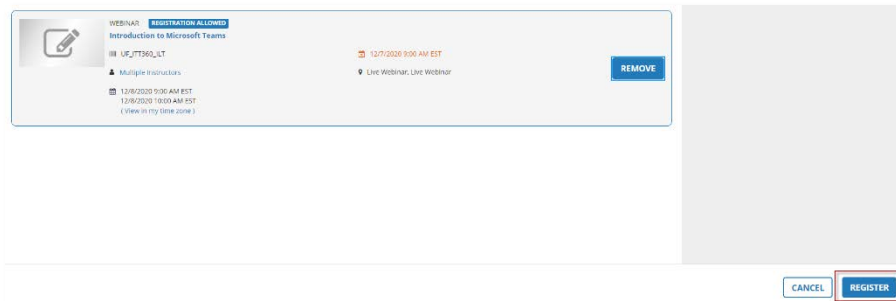
There are various types of learning activities available in myTraining. The most common learning activities are listed below.

Online Courses	A standalone learning activity that either contains an internal assessment or does not include an assessment at all. To launch an online course, click the three dots, then click **Start**.
Curricula	A curriculum is a package of multiple learning activities. To launch a curriculum, click the three dots, then click **Registe**r. Take the components of the curriculum in the order listed.
Instructor-Led Courses/Classes	An Instructor-Led course/class is a face-to-face learning event that will occur at a particular date and time. After registering, you will attend the class session at the proper time at the indicated location. To register for an Instructor-Led course/class, click the three dots, then click **Register**.

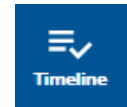|	
	Then, find the desired class session and click **Add**. Lastly, click **Register**.
Document	PDF files can be accessed in myTraining. To open a PDF document, click the three dots, then click **Start**.

CANCELLING REGISTRATIONS

You can cancel your registration any time before an Instructor-led course begins. For online courses, you can cancel any time.

Activity Cancellation

1. Access the activity you wish to cancel from your **Timeline**.

2. Click the down arrow next to the **Start** or **View Details** buttons.

3. Click **Cancel Registration**.

4. Confirm the cancelled activity no longer appears on your Timeline.

COMPLETING YOUR TRAINING

After you attend an Instructor-led course, your attendance will appear in the myTraining system within 1-3 business days. Attendance is recorded immediately for certain UF Health Shands Instructor-led courses.
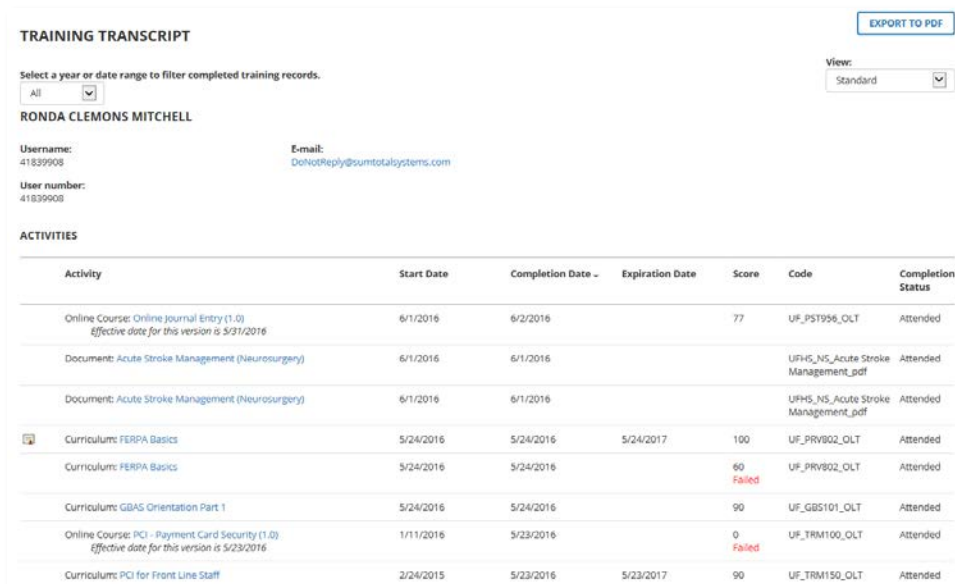
Online Courses
1. Locate the online course in your Timeline and click the Start button.

2. Navigate through the course and take the final assessment, if offered.

After completing the course, you will see "**Attended**" on the Activity Description page. Record of your attendance will also appear in your Training Transcript.

CHECKING YOUR TRAINING TRANSCRIPT

All activities that you have completed will appear in your Training Transcript whether you successfully passed any included assessments or not.

By default, transcript information is sorted by Completion Date. You can also sort the transcript contents by any of the header categories.

You may also export the transcript data to a PDF file or print a hard copy if desired. The PDF file will appear in a separate browser tab.

1. Click the **Export to PDF** button.

2. Click the **File** link.

3. **Save** and/or **Print** the displayed PDF file.

TRAINING TRANSCRIPT

PRINT   **EXPORT TO PDF**

Select a year or date range to filter completed training records.

~~Date Range~~

View:
Standard

SumTotal   ✕

To download a file, click the link.

[File]

OK

TRAINING TRANSCRIPT FOR RONDA CLEMONS MITCHELL

List of completed activities from 8/30/2016 to 8/30/2017
Username: **E-mail:**
41839908   null@sumtotalsystems.com

User number:
41839908

ACTIVITIES

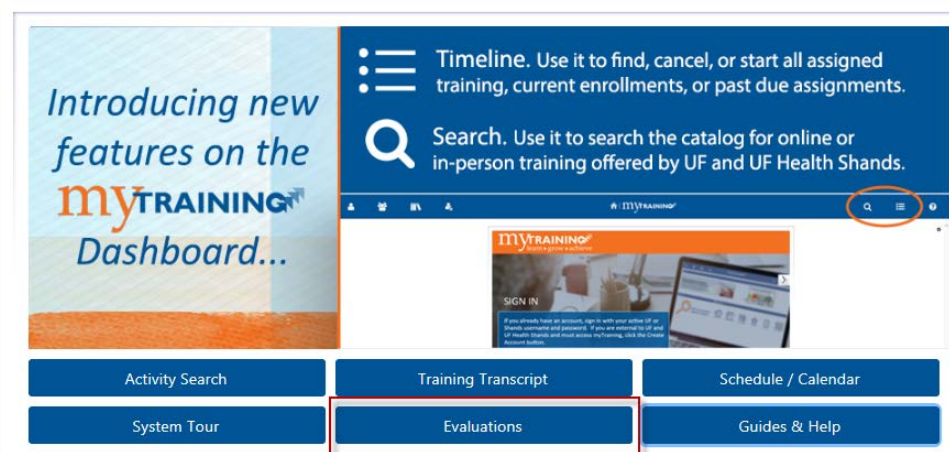|		Activity	Date	Start Date ▼ Descending	Completion Date	Expiration Date	Score	Estimated Credit Hours	Code	Completion Status
☒	Diploma	Online Course: Identity Theft and the Red Flags Rule	8/29/2017		8/30/2017				UF_PRV805_OLT	Attended
☒	Diploma	Online Course: Identity Theft and the Red Flags Rule	8/29/2017		8/29/2017				UF_PRV805_OLT	Attended
☒	Diploma	Online Course: Identity Theft and the Red Flags Rule	8/29/2017		8/29/2017				UF_PRV805_OLT	Attended
		Online Course: myTraining Partner Program - Introduction	8/18/2017		8/18/2017		100		UF_MTP100_OLT	Attended
		Online Course: Careers at UF	6/15/2017		6/15/2017		50 Failed		UF_PST098_OLT	Attended
		Online Course: HIPAA & Privacy - General Awareness	6/15/2017		8/21/2017		70 Failed		UF_PRV800_OLT	Attended
		Online Course: Physician Billing Compliance Training for Residents & Fellows	6/1/2017		6/1/2017		5 Failed		UF_PBC801_OLT	Attended
☒	Diploma	Online Course: Physician Billing Compliance Training for Residents & Fellows	6/1/2017		6/1/2017	6/1/2018	100		UF_PBC801_OLT	Attended
		Online Course: Physician Billing Compliance Training for Residents & Fellows					Failed		UF_PBC801_OLT	Attended
		Online Course: Physician Billing Compliance Training for Residents & Fellows	6/1/2017		6/1/2017		Failed		UF_PBC801_OLT	Attended

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COMPLETING EVALUATIONS

As part of our continuing desire to improve training at UF/UFHealth, you will receive a request to submit an evaluation after each learning activity you attend.

You will receive these requests via email. You can also directly access an evaluation by clicking the Evaluations button on the Dashboard.

Dashboard Evaluations

1. Click the **Evaluations** button.

2. Click the **Start** button next to the evaluation request you wish to answer.

3. Answer all the questions in the evaluation.

4. Click **Submit**.

Completing evaluations via email

1. Open the evaluation request message within your email application.

2. Click the **evaluation link** found within the email message.
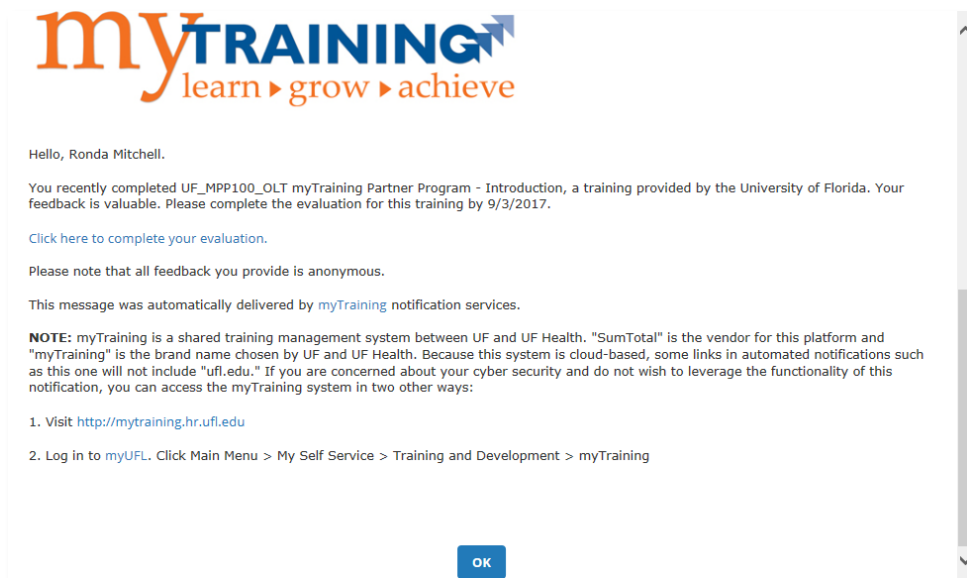
3. Log into myTraining to access the evaluations page.

4. Complete the evaluation and click the **Submit** button.

PRINTING DIPLOMAS

Certain learning activities that you have successfully passed will provide access to a diploma that you can print if desired.

1. Click the **Training Transcript** link in the Quick Links section
2. Locate the activity that contains the diploma (you may need to scroll)
3. Click the **Diploma** icon

4. Confirm the correct information appears in the displayed diploma

5. If you wish to print or export the diploma as a PDF file, click either the **Print** or **Export to PDF** button. (If you don't wish to print the diploma, click the Close button)