

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

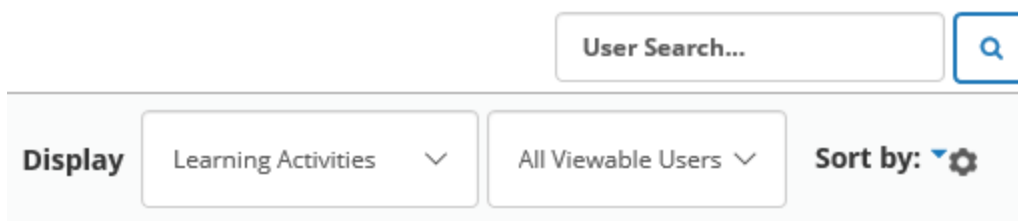
Steps to Access Training Transcripts

1. Log into myTraining.
2. Click the **My TEAM** drop down.
3. Click on **Manager Dashboard**.



The screenshot shows the myTraining application interface. At the top, there is a navigation bar with 'SELF', 'MY TEAM', and 'ADMINISTRATION' dropdown menus. A search bar is located on the right. Below the navigation bar, there is a 'myTraining Downtime' banner for Saturday, November 20, 2021, from 3:00 pm to 9:00 pm. A search box is open, showing 'Menu Quick Find Search' and two options: 'MANAGER DASHBOARD' and 'MANAGE'. Below the banner, there is a 'myTRAINING learn ▶ grow ▶ achieve' logo. At the bottom, there is a grid of buttons: 'Activity Search', 'Training Transcript', 'Schedule / Calendar', 'System Tour', 'Evaluations', and 'Guides & Help'.

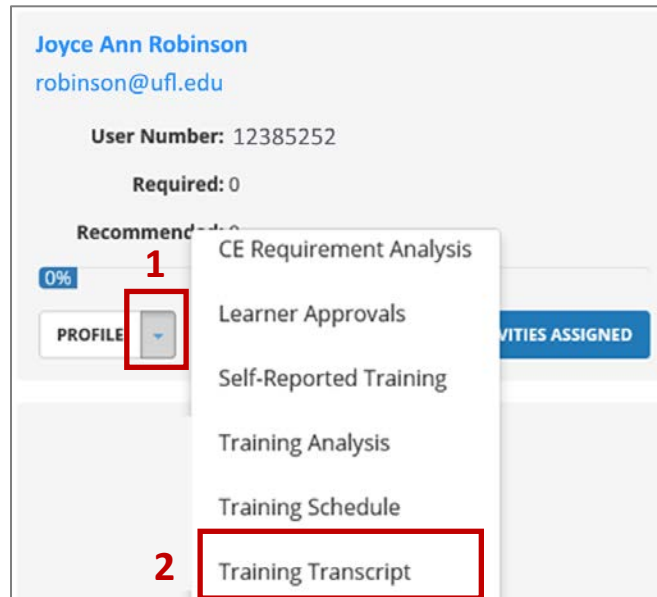
4. Locate the **user** -OR- Enter the **UF ID** or **name** in the User Search box and click **Search**.
5. If the user is not appearing, change Display to **All Viewable Users**.



The screenshot shows the 'User Search...' input field with a search icon. Below it, there are three dropdown menus: 'Display' set to 'Learning Activities', 'All Viewable Users', and 'Sort by' with a gear icon.

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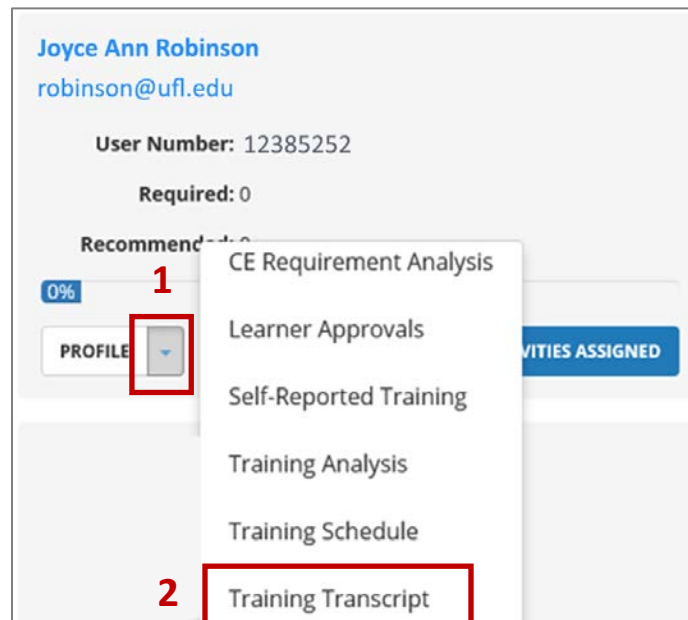
6. Click on the drop down menu beside **Profile**.
7. Click on **Training Transcript**.



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

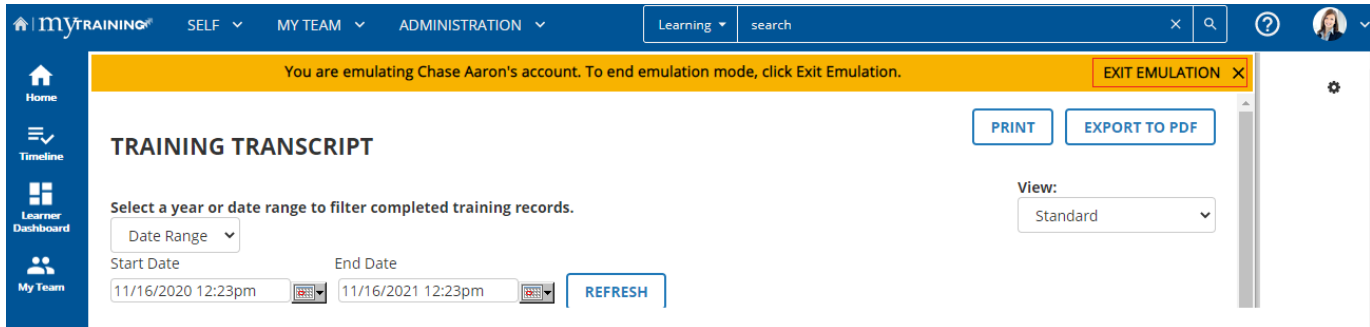
1. Follow steps 1-6 from the section above.
2. Select **Training Schedule**.



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

Switching Back to Your View

1. Click **Exit Emulation** that will appear on a banner at the top of the screen



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.