Obtaining Training Records for Direct Reports

Getting Started

- To view training histories for Direct Reports, supervisors will need to go to http://training.utsa.edu/

- Once on the Training & Development home page,
  - Select the Online Training heading
  - Scroll down to click on the Training History button.

- You will be taken to this screen prompting you to login.
  - Enter your abc123 and passphrase
  - Click Login.
• The user’s Training History will be available to view.
  o If you would like to print this document for your own records, select Print from the right side of the screen.
• To view the training histories of your Direct Reports, click on View Direct Report Histories. (Please Note: Those using a Firefox browser may be prompted to login again.)

✓ The Green table lists all of your Direct Reports
Viewing Training Records for All Direct Reports

- There are two ways to view training reports:
  - Select to view all Direct Report training histories at once, or
  - Select to view an individual separately.

To view all of your Direct Reports’ training histories at one time, click on **Training Histories for All Direct Reports**.

- Your Direct Reports’ training histories will be shown in the **Blue table**.
To verify the completion of Compliance training,

- You can sort the information by clicking the ⤴ icon in the **Course Number** header section. All Compliance training will show first, starting with ACK.
- You can use these icons in any header section to sort the training information in alphabetical or chronological order.
Use the navigation arrows at the top of the screen to scroll through each page, or jump to the last page of the training history by clicking on the icon.
This will also show how many pages are in a training history.

Viewing Training Records for One Individual
- To view the training history for one individual:
  - Use the navigation arrow to go back to the first page in the report.
  - Click on one of the Direct Reports’ MyUTSA ID in the Green table.

That employee’s training history will show in the Blue table. (Please note: If you select this option, you will need to click the back button on the browser to return to the main page. Those
using Firefox may also need to place your cursor in the MyUTSA ID box in the top left of the screen, and press Enter to return back to the main page).

### Direct reports for:

<table>
<thead>
<tr>
<th>Position Code</th>
<th>MyUTSA ID</th>
<th>Employee</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10029219</td>
<td>dev234</td>
<td>Judith Verdon</td>
<td>LEAD TRG/DEV SPECIALIST</td>
</tr>
<tr>
<td>10028748</td>
<td>dev235</td>
<td>Laura Earleyeke</td>
<td>HR PROGRAM COORDINATOR</td>
</tr>
<tr>
<td>10026517</td>
<td>dev2156</td>
<td>Melissa Evans</td>
<td>SENIOR INSTRUCTIONAL DESIGNER</td>
</tr>
<tr>
<td>10026519</td>
<td>dev267</td>
<td>Salvador Hernandez</td>
<td>SENIOR SYSTEMS ANALYST</td>
</tr>
</tbody>
</table>

### Training History for:

**Direct reports**

<table>
<thead>
<tr>
<th>MyUTSA ID</th>
<th>Name</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Source</th>
<th>Status</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>dev234</td>
<td>Verdon Judith A</td>
<td>8A8544</td>
<td>Building Fire Safety Orientation-North Paseo Building</td>
<td>MyTraining - Classroom</td>
<td>Complete</td>
<td>2/3/2015 12:08:00 AM</td>
</tr>
<tr>
<td>dev234</td>
<td>Verdon Judith A</td>
<td>ACK3015</td>
<td>Compliance Acknowledgements 2015</td>
<td>MyTraining - Online</td>
<td>Complete</td>
<td>1/20/2015 12:00:00 AM</td>
</tr>
<tr>
<td>dev234</td>
<td>Verdon Judith A</td>
<td>SU0508</td>
<td>Work-Study Program Supervisor Training</td>
<td>MyTraining - Classroom</td>
<td>Complete</td>
<td>11/2/2014 12:00:00 AM</td>
</tr>
</tbody>
</table>

- If the Direct Report you have selected is also a supervisor, their employee’s training history can also be viewed.
  - Select the MyUTSA ID of the employee in the Green table to view their training history. (Please note: If you select this option, you will need to click the back button on the browser twice to return to the main page.)

### Exporting Training Histories
• You can save the training report(s) from any screen.
  
  o Click on the disk icon in the toolbar to save the report by selecting your preferred format.