

Facilities and Safety How-To Guide: Using myUCF to View An Employee's Training Summary

Go to the "myUCF" Website

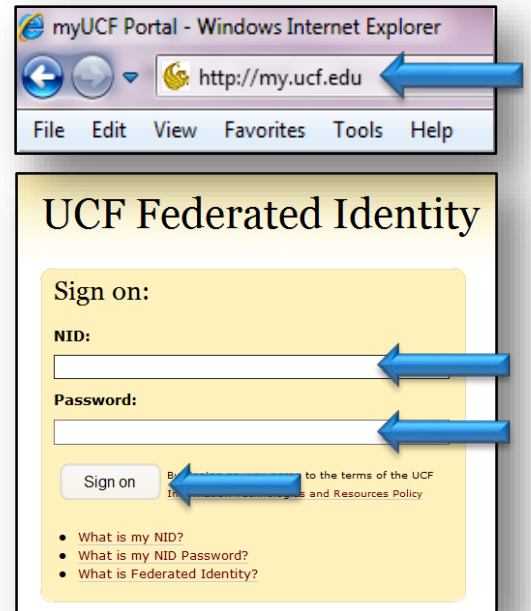
1. In the address bar at the top of the screen, type **http://my.ucf.edu**.
2. Press the "Enter" key.

Sign On to myUCF

1. Type in your **NID** and **Password** where indicated.
2. Click on the "Sign on" button.

Navigate to Employee Training Summary

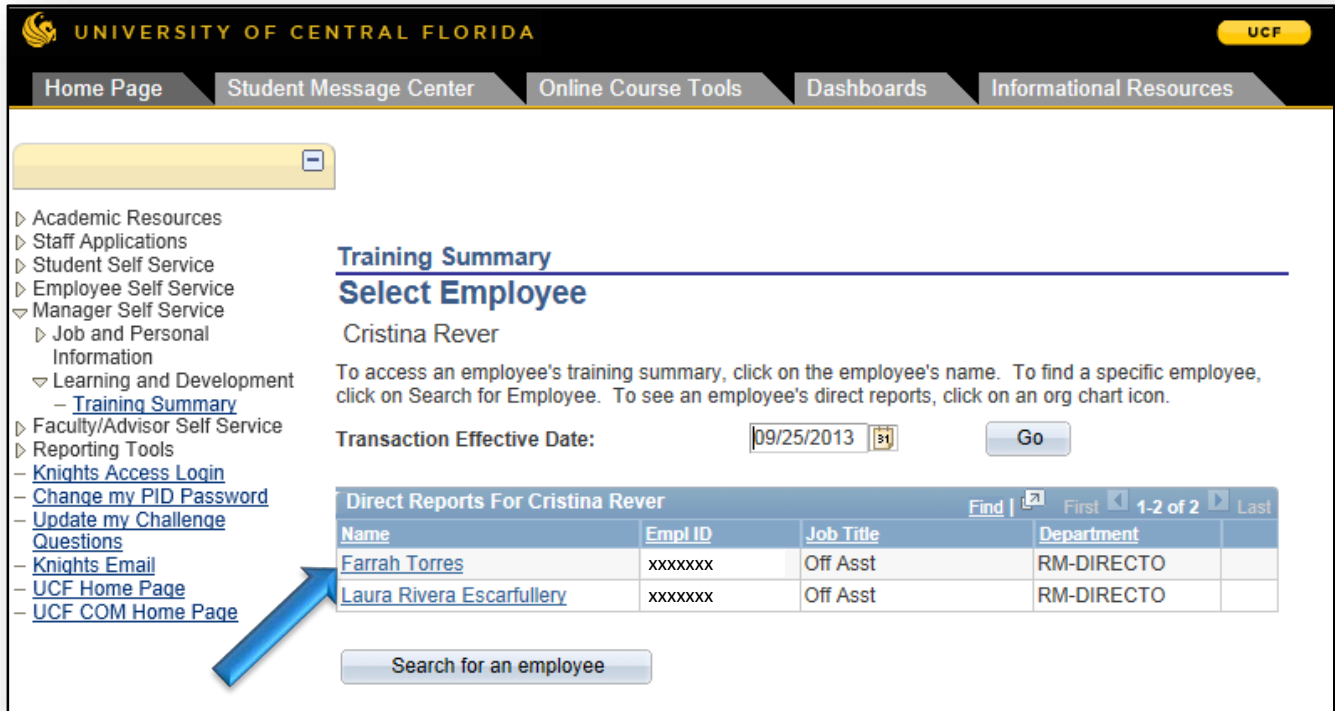
1. On the **Home Page** tab, click on "Manager Self Service." A drop-down menu will appear.
2. Click on the "Learning and Development" link.
3. Click to select "Training Summary." A list of your direct reports will be displayed (see next page).



Facilities and Safety How-To Guide: Using myUCF to View An Employee's Training Summary

View Employee Training Summary

Under **Direct Reports**, click on the name of an employee whose training record you wish to view.



UNIVERSITY OF CENTRAL FLORIDA UCF

Home Page | Student Message Center | Online Course Tools | Dashboards | Informational Resources

▷ Academic Resources
 ▷ Staff Applications
 ▷ Student Self Service
 ▷ Employee Self Service
 ▾ Manager Self Service
 ▷ Job and Personal Information
 ▾ Learning and Development
 – **Training Summary**
 ▷ Faculty/Advisor Self Service
 ▷ Reporting Tools
 – [Knights Access Login](#)
 – [Change my PID Password](#)
 – [Update my Challenge Questions](#)
 – [Knights Email](#)
 – [UCF Home Page](#)
 – [UCF COM Home Page](#)

Training Summary

Select Employee

Cristina Rever

To access an employee's training summary, click on the employee's name. To find a specific employee, click on Search for Employee. To see an employee's direct reports, click on an org chart icon.

Transaction Effective Date:

Direct Reports For Cristina Rever				
Name	Empl ID	Job Title	Department	
Farrah Torres	xxxxxxx	Off Asst	RM-DIRECTO	
Laura Rivera Escarfullery	xxxxxxx	Off Asst	RM-DIRECTO	

All of the training that s/he has completed will appear on the screen.



UNIVERSITY OF CENTRAL FLORIDA UCF

Home Page | Student Message Center | Online Course Tools | Dashboards | Informational Resources

▷ Academic Resources
 ▷ Staff Applications
 ▷ Student Self Service
 ▷ Employee Self Service
 ▾ Manager Self Service
 ▷ Job and Personal Information
 ▾ Learning and Development
 – **Training Summary**
 ▷ Faculty/Advisor Self Service
 ▷ Reporting Tools
 – [Knights Access Login](#)
 – [Change my PID Password](#)
 – [Update my Challenge Questions](#)
 – [Knights Email](#)
 – [UCF Home Page](#)
 – [UCF COM Home Page](#)

Training Summary

Farrah Torres

Internal Training			
Course Name	Course Start Date	Course End Date	Status
HR Liaison Network Meeting	07/09/2013	07/09/2013	Enrolled
HR Liaison Network Meeting	07/09/2013	07/09/2013	Completed
Helping the Distressed Person	05/22/2013	05/22/2013	Completed
Leadership Practicum	04/25/2013	04/25/2013	Completed
Emerging Leader, Part 3	04/18/2013	04/18/2013	Completed
HR Liaison Network Meeting	04/15/2013	04/15/2013	Completed
Emerging Leader, Part 2	04/11/2013	04/11/2013	Completed
Emerging Leader Series	04/04/2013	04/04/2013	Completed
Emerging Leader, Part 1	04/04/2013	04/04/2013	Completed
Myers-Briggs Type Indicator	04/04/2013	04/04/2013	Completed

NOTE: Only those courses that employees enrolled in using myUCF will appear here. Not all courses may be found in this system (e.g., some courses provided by external vendors). To ensure all such training appears in your employees' official UCF training records, contact Lee Williams (3-0685, Lee.Williams@ucf.edu).