

Facilities and Safety How-To Guide: Using myUCF to View Your Training Summary

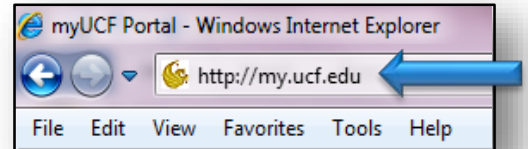
Launch Internet Explorer

Click on the Internet Explorer icon at the bottom left of the computer screen.



Go to the “myUCF” Website

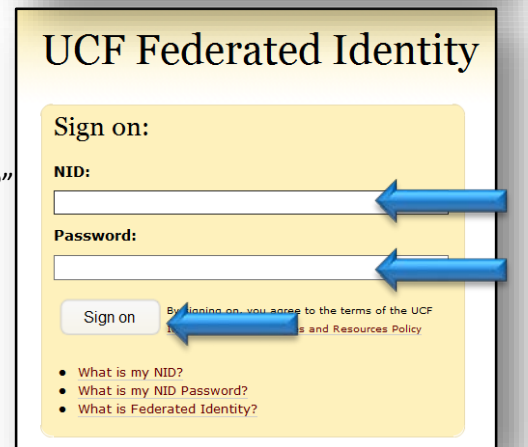
1. In the address bar at the top of the screen, type **http://my.ucf.edu**.
2. Press the “**Enter**” key.



Sign On to myUCF

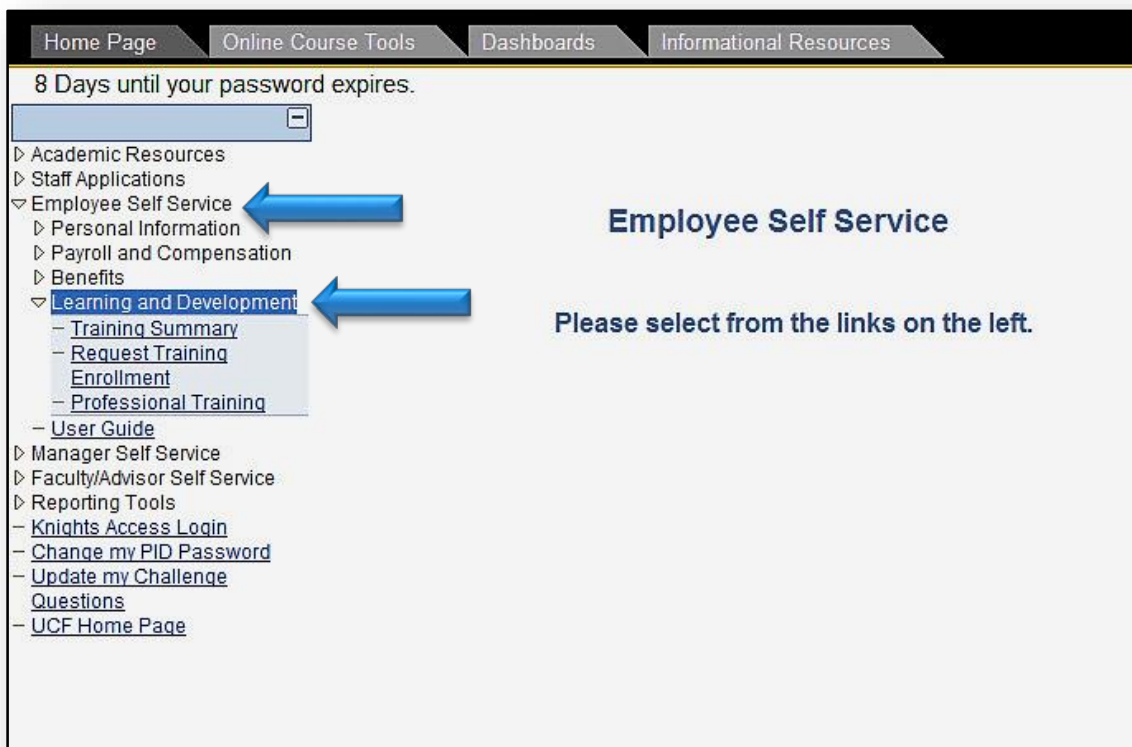
1. Type in your **NID** and **Password** where indicated.
2. Click on the “**Sign on**” button.

[If you do not know your NID or Password, click on the “**What is my NID?**” or “**What is my NID Password?**” link and follow the instructions.]



Select “Employee Self-Service”

1. On the **Homepage** tab, click on “**Employee Self Service.**”
A drop-down menu will appear.
2. Click on the “**Learning and Development**” link.
Another drop-down menu will appear.



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View Training Summary

Click on the **“Training Summary”** link. All the training that you have completed will appear on the screen.

Home Page | Online Course Tools | Dashboards | Informational Resources

7 Days until your password expires.

Home | Help | New Window

- ▷ Academic Resources
- ▷ Staff Applications
- ▽ Employee Self Service
 - ▷ Personal Information
 - ▷ Payroll and Compensation
 - ▷ Benefits
 - ▽ Learning and Development
 - Training Summary**
 - Request Training Enrollment
 - Professional Training
 - User Guide
 - ▷ Manager Self Service
 - ▷ Faculty/Advisor Self Service
 - ▷ Reporting Tools
 - Knights Access Login
 - Change my PID Password
 - Update my Challenge Questions
 - UCF Home Page

Training Summary

Leslie Williams-Lana

Internal Training	Course Name	Course Start Date	Course End Date	Status
	CPR - Adult	06/12/2013	06/12/2013	Enrolled
	Discrimination Prevention-Web	03/01/2013	03/01/2013	Completed
	Teambuilding/Recognition	02/27/2013	02/27/2013	Completed
	Performance Appraisals	02/27/2013	02/27/2013	Completed
	Constructive Discipline	02/27/2013	02/27/2013	Completed
	The Leader's Role	02/20/2013	02/20/2013	Completed
	Employment Law	02/20/2013	02/20/2013	Completed
	Ethical Leadership	02/20/2013	02/20/2013	Completed
	Coaching & Counseling	02/13/2013	02/13/2013	Completed
	Time Management	02/13/2013	02/13/2013	Completed
	Customer Service & Leadership	02/13/2013	02/13/2013	Completed
	New Employee Orientation	02/08/2013	02/08/2013	Completed
	Supervisory Skills Series	02/06/2013	02/27/2013	Completed
	Personalities At Work-MBTI	02/06/2013	02/06/2013	Completed
	Interviewing Skills for Supv.	02/06/2013	02/06/2013	Completed

Other Professional Training				
Course Name	Course Start Date	Course End Date	Status	Facility/School

Note that only courses that you were enrolled in using myUCF will appear here. Not all courses may be found in this system. Please speak to your supervisor if you have concerns about training you have taken that isn't reflected in your myUCF Training Summary.