

How do I access and retrieve training reports on my employees?

Supervisors can pull on demand reports for their full-time employees to monitor completion status of assigned training. All employees, both full-time and part-time, have access to print copies of their certificates for their supervisors with all documentation being recorded electronically in *My Learning Connection*.

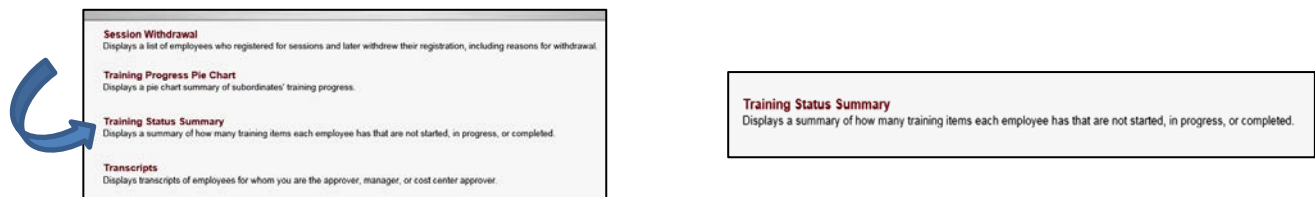
Step 1: After logging into *My Learning Connection* through the Missouri State portal, select **Standard Reports** under the **Reports** tab.



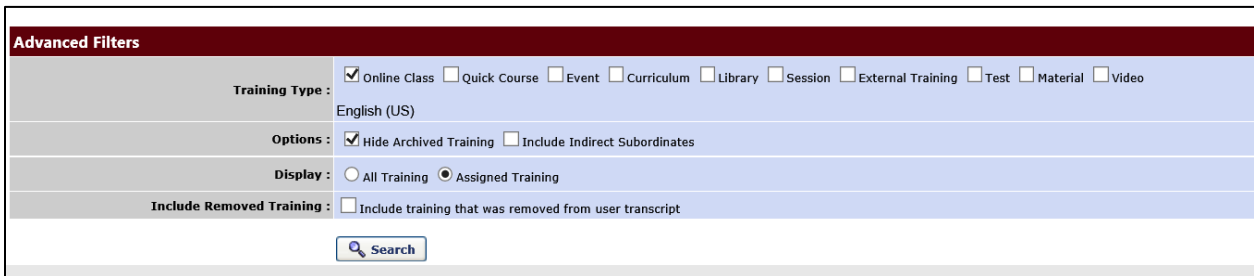
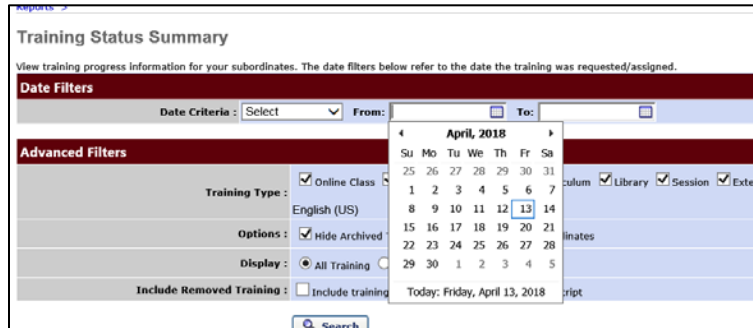
Step 2: The **Standard Report** window will open. Access reports on your employees based on the University's Organization Chart. Select **Track Employees**.



Step 3: Select the **Training Status Summary** report.

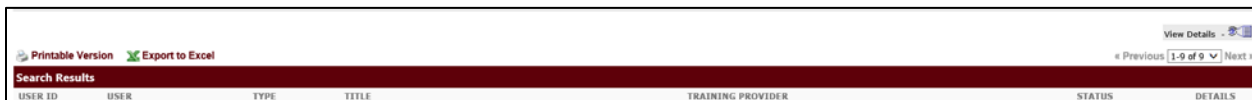


Step 4: Select the following to pull the transcript information for your full-time employees on the assigned Compliance Refresher Training.



- Date Criteria – From **April 18, 2018** - To **current date** for refresher training.
- Training Type - **Online Class**
- Options - **Hide Archived Training**
- Display - **Assigned Training** (*All Training options will display all of the training on the employee's transcript*)

Step 5: Select **Search** to pull information from the system.



Please Note: Information can be exported to Excel or printed directly from the report.



Select the **View Details icon** located on the employee's line to view detail information on the employee's transcript. Also, depending on the number of records that are returned from the inquiry, select **Next** to access subsequent pages.

