

Training Tracking by Person

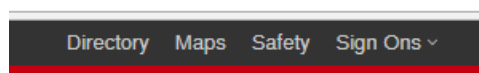
As you navigate your account, please refer to the Frequently Asked Questions document.

Reminder

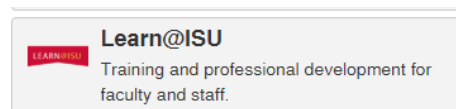
- Recommended web browsers are Mozilla Firefox or Google Chrome.
- Manage Pop-up Exceptions, Cookies and Flash! Allow all from training.ehs.iastate.edu.

Log into your account

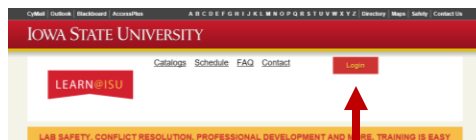
1. Go to the Iowa State University homepage (www.iastate.edu) Sign Ons drop down list.



2. Find LEARN@ISU



3. Click on Login



4. Enter your Network ID and password into the OKTA sign-in form. Your Network ID is the part of your email that comes before the “@” symbol.

If you are logging in for the first time, you will need to register your Network ID with OKTA. Follow the instructions presented on the website. Once you registered your ISU Network ID with OKTA you will be placed into your account.

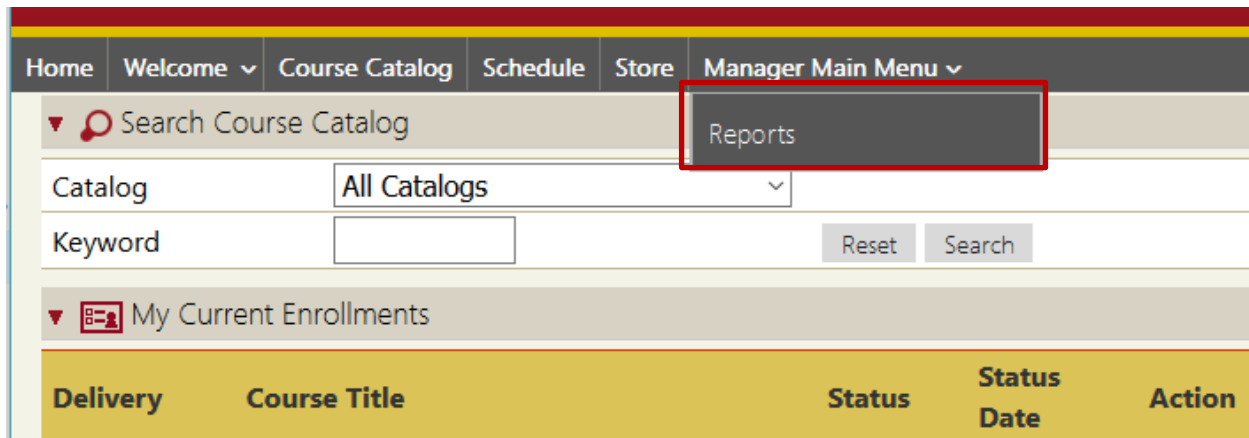
5. Your name should appear by Welcome in the red banner.



Training Tracking by Person

How to check training records.

1. Go to Reports.



2. Click on Training Tracking by Person.

The screenshot shows a table with the following columns: Report Name, Category, Report Type, Option ID, and Action. The row for 'Training Tracking by Person' is highlighted. Below the table, it says 'Total Records: 1'.

| Report Name | Category | Report Type | Option ID | Action |
|---|----------|-------------|-----------|--------|
| Training Tracking by Person | People | Internal | TTL | |

Total Records: 1

3. Click on Add New Filter

The screenshot shows a table with the following columns: Owner, Filter Name, Style, Format, and Action. The row for 'ManagerDashboard' is highlighted. Below the table is an 'Add New Filter' button.

| Owner | Filter Name | Style | Format | Action |
|--------|------------------|-------|------------------------------|---------------------|
| PUBLIC | ManagerDashboard | Grid | Training Tracking by Learner | Show Filter Details |

Add New Filter

4. Fill out the choices as shown in this image.
 - a. Status Date – If you choose between as your operator, you can pull reports for a date range.
 - b. First Name AND Last Name fields – Choose Starts With or Contains as your operator. That way you can enter only part of the name if you are unsure of the entire name.
 - c. Choose Report as your output and the person's name will appear at the top of the report.
 - d. Remember to Name and Save your report.

Training Tracking by Person

- e. You can delete your report any time you wish or you can just open up the same report and change the names and dates to check another person's training records.

Filter

Edit Filter

| Column | Operator | Value(s) | Delete? |
|----------------------------|-------------|----------------------------------|--------------------------|
| Status Date | Between | From 01/02/2018 To 08/02/2018 | <input type="checkbox"/> |
| First Name | Starts With | Lin | <input type="checkbox"/> |
| Last Name | Contains | cro | <input type="checkbox"/> |
| Select Column to filter on | | | |

Sort By Fields

Select the data item(s) you want to sort by for this filter

| Data Item | Ascending | Descending |
|-----------------------------|-------------------------------------|--------------------------|
| Select Data Item to Sort on | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Output Style and Format

Specify the style in which you want the output:

Specify the format in which you want the output:

Report Grid
 Training Tracking by Learner

Confirm

If you want to save this filter, please enter a name to save it by. If you do not enter a name, the filter will be saved temporarily until you set up another filter for this view. If you do specify a name and a filter with that name for the current view already exists, it will be overwritten.

Name:

Here is a sample of the report output.

| Course ID | Course Title | Status Date | Status | Completion Status | Expiry Date |
|------------------------------|---|-------------|-------------|-------------------|-------------|
| Cronk, Linda (Active) | | | | | |
| ABE-TOOL-BWG-2016-RS | Hands-on Instruction for Baldor Wheel Grinder | 03/27/2018 | In Progress | | |
| BIO-ORR-RCR-2014-IR | Responsible Conduct of Research Training | 04/25/2018 | In Progress | | |
| CCEE-LAB-ORIENT-HSO | Laboratory and Field Work Safety Checklist for Lab Manager or Coordinator | 04/18/2018 | In Progress | | |
| CCEE-SAFE-CHECK-ON | CCEE Laboratory and Fieldwork Safety Checklist for Trainee | 04/18/2018 | Finished | Requirement Met | |
| CCEE-SAFE-CHECK-ON | CCEE Laboratory and Fieldwork Safety Checklist for Trainee | 07/30/2018 | Finished | Requirement Met | |
| COE-HUB-BDS-2016-ON | Belt Disc Sander Safety | 02/12/2018 | In Progress | | |