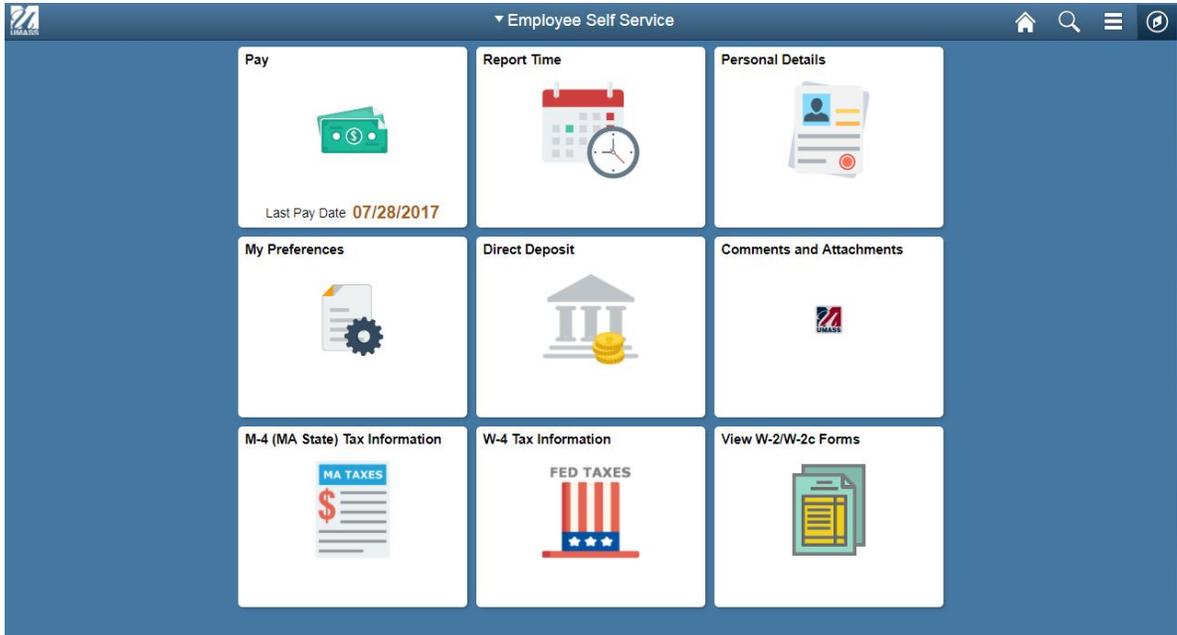


Viewing Training Summary_UM

Viewing Your Training Summary

This topic describes the procedure for viewing information on training that you have completed or are enrolled in. You view this information on the Training Summary page.

Procedure



Step	Action
1.	Begin by navigating to the Training Summary page. Click the NavBar at the top right of the page. 

Step	Action
2.	Click the Navigation Icon .  Navigator
3.	Click "Self Service" link and then "Learning and Development" link. Then click the Training Summary link.
4.	The Training Summary page displays a summary of training courses that the employee has completed, is enrolled in, or is on the waiting list for. <i>Your Personnel file does have records for all the training you have undertaken at UMASS. Contact HR if you have any questions or concerns.</i>
5.	Navigate to other pages by using the links at the bottom of the page.
6.	Congratulations! You have successfully viewed a training summary. End of Procedure.