Accessing the Training History Report in MyU

This report displays training courses for an employee or Person of Interest (POI) by College, ZDeptID, or Department. The courses listed are either offered internally (for example, through Financial Training) or have been self-reported. View course statuses by: Approved, Cancelled, Completed, Denied, Exception Requested, In Progress, Incomplete, No Show, etc.

Log in to myu.umn.edu. Navigate to: Key Links > Reporting Center

1. In Filter By Title, enter “training” and click the filter icon.

2. Under Human Resources, click <Training History>.

3. Available prompts:
   a. Type an Emplid
   b. Select a College/Admin Unit(s)

4. Enter the Employee ID in the Enter Emplid below field.

5. Click <Submit>.

6. Select from one of the available statuses (e.g., Completed).

7. Click <Submit>.

The report displays training sessions based on the status searched. Use the sort ascending/descending triangles at the top of the columns if needed.