Accessing the Training History Report in MyU

This report displays training courses for employees or persons of interest (POIs). Prompts for the reports are either EmplID or College/Admin Unit. View courses by available statuses such as Completed, In Progress, Incomplete, etc.

Log in to MyU (myu.umn.edu). Navigate to: **Key Links > Reporting Center**.

1. Enter “training” in the **Filter By Title** search field.
2. Click <Filter>.
3. Click the <Training History> link.
4. Select a radio button for a search prompt. Options include EmplID or College/Admin Unit. Note: Our example uses EmplID.
5. Enter an employee ID.
6. Click <Submit>.
7. Select one or more course status options such as: Completed, Incomplete, etc.
8. Click <Submit>.
9. The report displays and defaults to “All” training. If desired, select a particular unit/category of training, then click <Submit>.

Sort information on the report by using the ascending/descending triangles on each column.