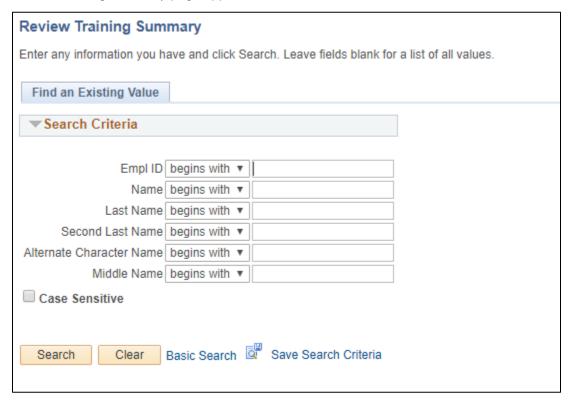


Human Capital Management: Step-by-Step Guide

Reviewing a Training Summary

To look up an employee's full record of completed training:

- 1. From the university portal home page, select the **HCM** tile.
- 2. Navigate to: NavBar> Navigator> Administer Training> Result Tracking> Review Training Summary. The Review Training Summary page appears:



Enter the Empl ID or Name of the employee and click Search. The employee's completed training records are displayed. You can use the form's navigational tools to view and download the summary:

