Overview: Learner Dashboard

1. Navigation Menu Tab
In this new update, you will click to process items as opposed to hovering as in the prior version. To see the choices available to Learners, click the Self icon and the choices will appear.

2. Self Menu Tab Options
Click on the sections to reveal drop down options under each section.

3. Library
Access the Library to look for training related information such as courses, knowledge documents, etc.

4. Home
Return to your home page.

5. Activity Search
Search for available training (Instructor Led Training and eCourses). Type the title or keywords for a course you are trying to find. You can also click Find A Course icon on the home page.

6. Timeline
Quick view of training to be completed. Can be filtered to show current, assigned, and overdue training.

7. Assigned Trainings
Find any assigned training under Self > Development > Training Analysis. Or click Assigned Training icon on the home page.

8. Current Registrations
If you've registered for any trainings, they are listed under Self > Learning > Training Schedule. The list also includes eCourses which you've already started but have yet to complete. Or click the Manage Or Cancel My Registrations icon on the home page.

9. Training Transcript
View list of completed trainings under Self > Reporting > Training Transcript. Or click Transcript & Certificates icon on the home page.

10. Resources
View How To guides and FAQ’s under How Do I? > FAQ icon located on the home page.

11. Contact Us

12. Log Off
Click Self > SIGNOUT to log out of your account

13. Campus ONLY
Complete Safety Training Self-Assessment.