How to Access My Team Reports

To get to the learning center, go to: https://uc.sumtotal.host/Core/dash/home?domain=4

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Click on the My Team icon in the top menu bar, then select **MANAGER DASHBOARD** to see a composite view of your direct reports.	
This will open to show your direct reports. Use the scroll bars as needed to navigate to additional names. The **PROFILE** drop down allows you to pass through to various reports. The **Training Analysis** report passes you through to the individuals "**Required and Recommended**" summary.	
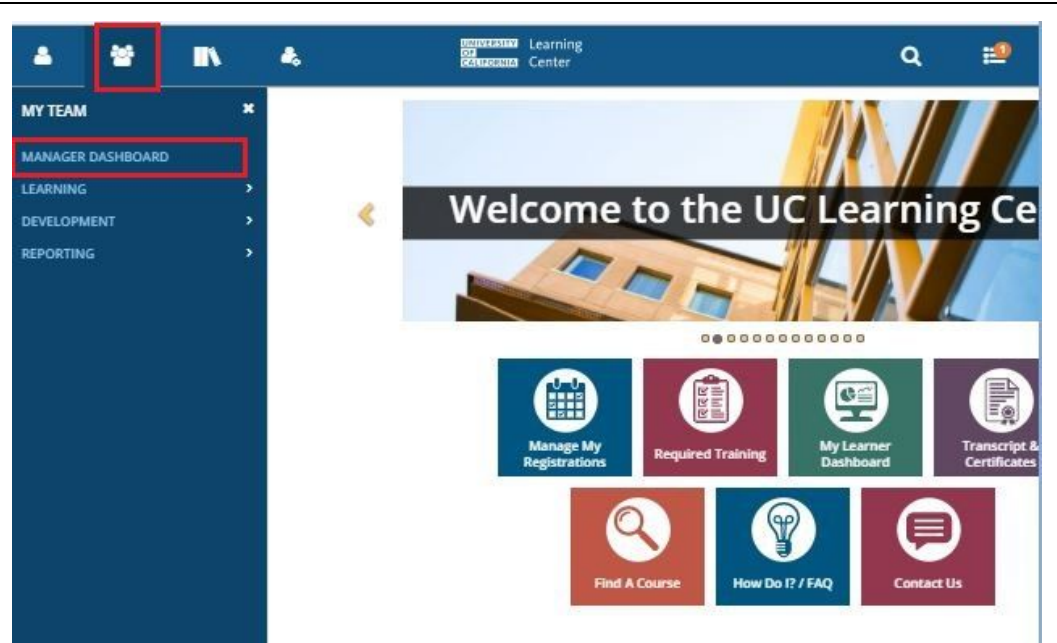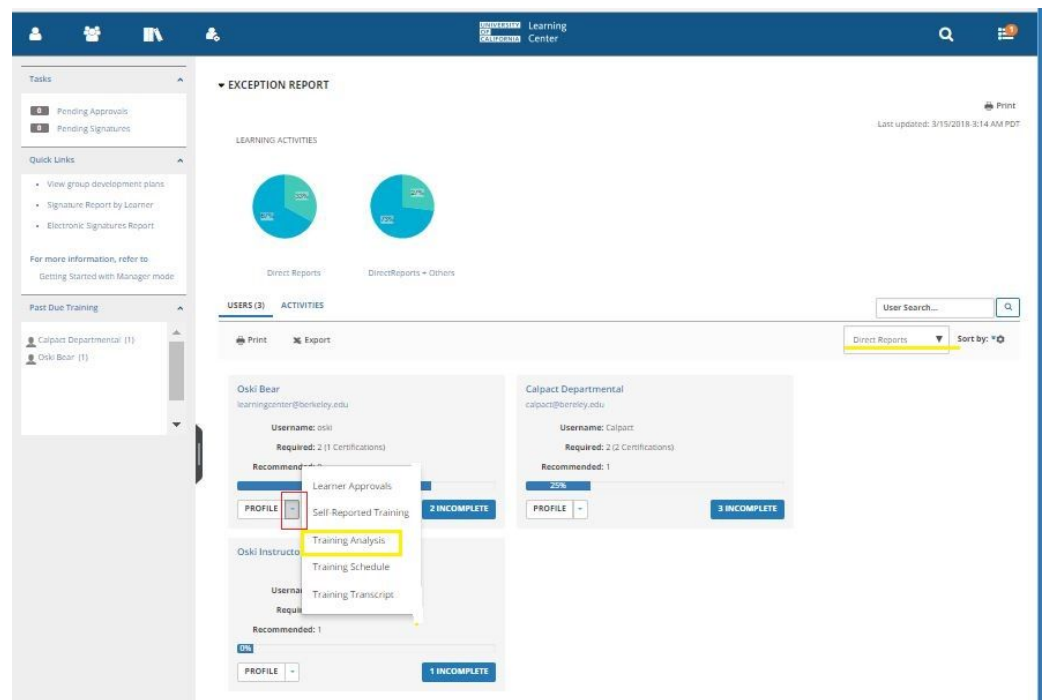
You'll know you are observing records the way your employee sees them because of the eyeball icon which appears in the corner.

If you'd like to shorten the list displayed, activate the "**Filter by;**" drop down arrow to display "**Required**".

Now with the shorter list, look at course names and last completed dates.

Reminders are sent in advance in hopes that people will renew their certification *before* it expires.

Some people mistake seeing "**Acquired**" status to mean they don't need to take the training. That's not the case.

If they don't complete training by the expiration date, their status will flip to "**Expired**" and you as their supervisor will also be notified.

To go back to manager view, click on the eyeball icon to **Exit Emulation**.