To find Training Records that are recorded in ULearn, Moodle, or Self-Reported.

1. Go to MyU at www.d.umn.edu or other link.
2. Login using X500 and Password
3. Disable popups if not already done – by going to Tools and click on temporary disable popup blockers.
4. Click on Key Links
5. Click on Reporting Center
6. Type in Training
7. Click on Training History
8. Search by Employee ID or Dept. / College
9. Click on Completed and then Submit.

Screen Shots:

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 

Welcome to the new Reporting Center, which has replaced the UM Reports homepage. You can access UM Reports, UM Analytics, and PeopleSoft enterprise-wide reports below by browsing the categories below or filtering by title.

**Reports Run For Me**
- No content available

**My Favorite Reports**
- No Favorites

**Reporting Tools**
- Data Warehouse Web Query Tool
- EDMS
- HRMS Query Viewer
- OVPR Research Reporting
- UM Analytics

**Finance**
- No content available

**Research**
- No content available

**Student Services**
- No content available
8.

**Prompt Selection for Training History Report**

- Type an Empid
- Select a College/Admin Unit(s)

Enter Empid below:

Submit  Reset

9.

**Prompt Selection for Training History Report**

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Select one or more Course Status(es) below:

Use shift click or control click for selecting multiple values...

Approved  Cancelled  Cancelled / Past Due  Completed  Currently Attending  Denied  Denied / Past Due  Dropped  Enrolled  Exception Requested  Exempt  In Progress  In Progress / Past Due  Incomplete  No Show  No Show / Past Due  None  Pending Approval  Pending Evaluation  Pending Prerequisite

Submit  Reset