

## Before February 15, 2016

Login to <http://training.uhsystem.com>.

Your username is still your 7-digit employee number.

Your password is your birthdate (format: MMDDYYYY).

## After the switch on February 15, 2016

Reports will be available until March 15, 2016.

Login to <http://trainclone.uhsystem.org>.

Your username is now the same username you use to check email and login to Epic.


Your password is now your Email/Epic password.

**Please Note: Access to reports has been granted during this transition process. Only training managers are able to access reports in the new system.**

1. Click on **Reports** from the top grey bar (just below the University Health logo).



**Learner**

2. Select **Learner** from the types of reports.
  3. Step 1, choose **Individual Learner** as the *Filter* and type your last name in the *Search Learners* and click **Search**.
  4. Select your name from the list and click **Next** at the bottom-right of the screen.
  5. Step 2, check the box *Filter using a date range*. For the *From* date, choose a date prior to your hire date. Or, if you don't know your exact hire date, but know the year, select January 1 for that year.
  6. For the *To* date, select today's date.
  7. Click **Create Report** in the bottom-right of the screen.
  8. The next screen will show the report of all of the training assigned to you and whether you completed it, passed the tests, etc.
9. To download the report and save it, click  just above the report table.
  10. The report will download into a file that can later be opened by Microsoft Excel.