

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:


Review Training Summary

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Empl ID	begins with ▼	<input type="text"/>
Name	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
Second Last Name	begins with ▼	<input type="text"/>
Alternate Character Name	begins with ▼	<input type="text"/>
Middle Name	begins with ▼	<input type="text"/>

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. 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:

The screenshot shows a web interface for reviewing training. At the top, it says "Review Training Summary" and "Person ID 256217". A yellow callout box highlights the text: "The course code for CU Anschutz New Employee Orientation is: B60008". Below this, there are navigation buttons: "Personalize", "Find", "View All", and "Download to Excel". A "Find" button is circled in red, with a callout box that says "Find a course or View All records". To the right of the "Find" button, there are pagination controls: "First", "1-25 of 48", and "Last", all circled in red. A callout box on the right says "Navigate through multiple records". Below the navigation buttons is a table with columns: "Course", "Title", "Session Number", and "Completion Date". The table lists various training courses. A callout box on the right says "Scroll through records". At the bottom of the page, there are two buttons: "Return to Search" and "Notify".

View Session and Status together

The course code for CU Anschutz New Employee Orientation is: B60008

Find a course or View All records

Download to Excel

Navigate through multiple records

Scroll through records

Course	Title	Session Number	Completion Date
U00190	CU: Skills & Standards WEB	0001	
U00185	HCM	0001	
U10072	CDS	0001	03/26/2019
U00171	Advance Committees Form-WEB	0001	09/19/2019
A00218	CU: Intro Advmt. Intelligence	0001	08/13/2019
A00213	HCM: Contract Pay Webinar	0001	05/03/2017
A00211	HCM: Funding Entry Webinar	0001	04/06/2017
U00145	HCM Fundamentals - WEB	0001	01/19/2017
A00172	CU: HCM Overview	0001	07/15/2015
U00134	Active Shooter Awareness-WEB	0001	12/08/2015
U00128	Veteran Educators Training-WEB	0001	07/18/2014
A00165	CU: Blue Ocean Philanthropy	0001	06/30/2014
U00115	Perf Mgmt Classified UCB-WEB	0001	05/07/2014
U00110	Advancement Gift AgreementsWEB	0001	11/22/2013
U00109	Advance Web-Nav and ReportsWEB	0001	07/18/2019

Return to Search Notify