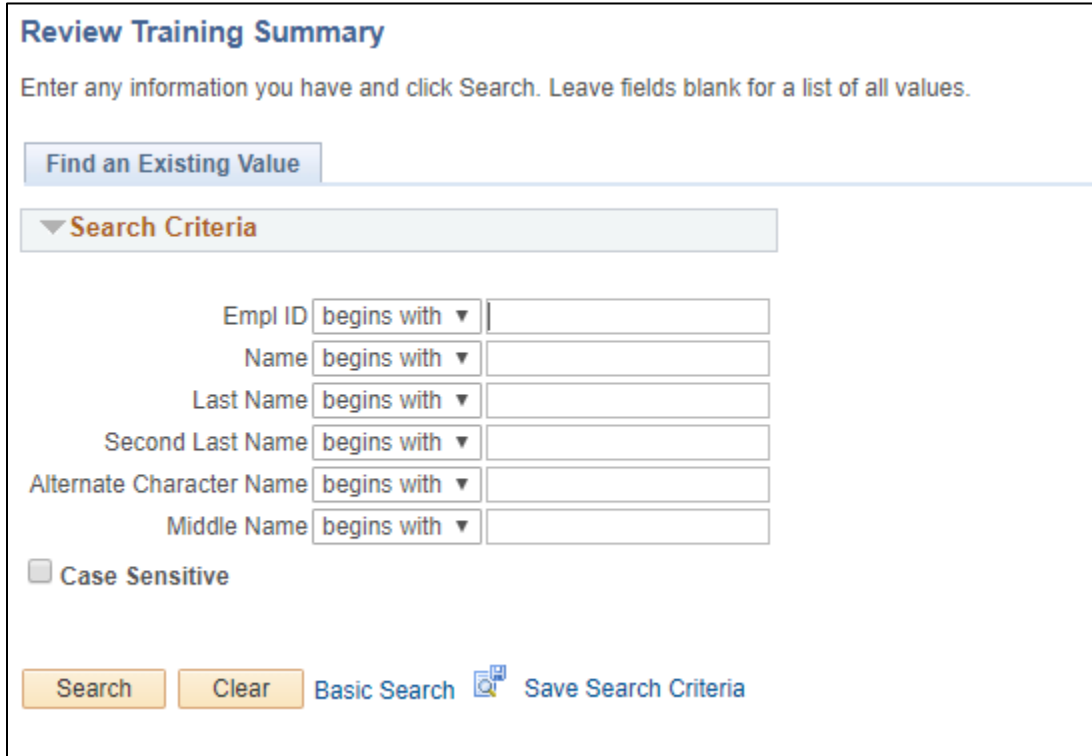


# Human Capital Management: Step-by-Step Guide

## 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:



The screenshot shows the 'Review Training Summary' page. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button. A 'Search Criteria' section is expanded, showing several search fields: 'Empl ID begins with', 'Name begins with', 'Last Name begins with', 'Second Last Name begins with', 'Alternate Character Name begins with', and 'Middle Name begins with'. Each field has a dropdown menu and a text input box. There is also a 'Case Sensitive' checkbox. At the bottom, there are 'Search' and 'Clear' buttons, a 'Basic Search' link with a magnifying glass icon, and a 'Save Search Criteria' link with a document icon.

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:

**Review Training Summary**  
 Primary a Siedzick  
 Person ID 256217

**View Session and Status together** (points to Session/Status tabs)

**The course code for CU Anschutz New Employee Orientation is: B60008** (points to Find button)

**Find a course or View All records** (points to Find and View All buttons)

**Download to Excel** (points to Excel icon)

**Navigate through multiple records** (points to pagination controls: First, 1-25 of 48, Last)

Course	Title	Session Number	Completion Date
U00190	CU: Skills & Success 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

**Scroll through records** (points to scrollbar)

[Return to Search](#) [Notify](#)