How to view/print your Training Summary on My Human Resources

Step 1
LOG ON TO: My Human Resources www.uwo.ca/hr
CLICK ON: “Manage Training Registration”

Step 2
CLICK ON: “Training Summary”
Courses you have completed or are enrolled in will display.

Training Summary

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Session ID</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Room Code</th>
<th>Last Enrollment Date</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>In Class XYZ</td>
<td>0014</td>
<td>2012/10/31</td>
<td>2012/10/31</td>
<td>12:00PM</td>
<td>2:00PM</td>
<td>Somerville House, Great Hall</td>
<td>GH</td>
<td>2012/10/25 Enrolled</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In Class YY</td>
<td>0013</td>
<td>2013/05/27</td>
<td>2013/05/27</td>
<td>10:00AM</td>
<td>12:00PM</td>
<td>Somerville House, Great Hall</td>
<td>GH</td>
<td>2013/05/26 Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>InClass ABCD EFG</td>
<td>0012</td>
<td>2014/02/18</td>
<td>2014/02/18</td>
<td>10:00AM</td>
<td>12:00PM</td>
<td>Somerville House, Great Hall</td>
<td>GH</td>
<td>2014/02/17 Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>InClass ABCD EFG</td>
<td>0011</td>
<td>2015/12/01</td>
<td>2015/12/01</td>
<td>12:00PM</td>
<td>2:00PM</td>
<td>Somerville House, Great Hall</td>
<td>GH</td>
<td>2015/12/07 Completed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Print your Training Summary using the print function on your browser.

Tip: Click [ ] to hide the menu bar and increase the print size.

Step 3

Step 4

Step 5

CLICK ON: myHuman Resources to return to home page
CLICK ON: Sign out at top right.

Go To: myHuman Resources
      Learning and Development
      Professional Training
      Manage Training Registration