

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

## Step 1

LOG ON TO: My Human Resources [www.uwo.ca/hr](http://www.uwo.ca/hr)

CLICK ON: "Manage Training Registration"

**My Human Resources**

- Personal Information**  
Review and update your personal information.
- Absence Notification**  
Notify the University of your absence due to illness, injury, care of family member or other reasons.
- Payroll and Compensation**  
Access your online earning statement, direct deposit, voluntary deductions and other pay information. Review your compensation history.
- Benefits**  
Review health, insurance, pension plans and dependent and beneficiary information. Allocate Flex Credits to Health Care Spending Account and Professional Expense Reimbursement Allowance.
- Working at Western**  
View current postings, apply to a job, or check the status of your application.
- Employment Equity Survey**  
Western is committed to equity in employment. Under the terms of the Federal Contractors Program, UWO gathers and maintains data about four designated groups: women, visible minorities, aboriginal people, persons with disabilities.
- Manage Training Registration**  
View your training courses; enroll, transfer or drop a course.

**Click on "Manage Training Registration"**

## Step 2

CLICK ON: "Training Summary"

Home | Add to Favorites | Sign out

New Window | Help | http

### Manage Training Registration

**Name**  
Listed below are your completed and enrolled courses.

To update a session: select "Transfer Session" or "Drop Session" on the right.

To enroll in a new course: select "Enroll in Internal Training Courses" below.

Note: you cannot transfer or drop a course after the Last Enroll/Drop Date or if there are no available sessions.

Internal Training										
Course Name	Session Number	Course Start Date	Course End Date	Start Time	End Time	Last Enroll/Drop Date	Status	Transfer Session	Drop Session	
1 In Class YY.....	0024	2012/01/17		12:00 AM	N/A	2012/01/17	Enrolled	Transfer Session	Drop Session	
2 In Class XZ.....	0003	2011/12/12	2011/12/12	10:00 AM	12:00 PM	2011/10/31	Enrolled			
3 In Class GG.....	0003	2011/11/15		2:00 PM	4:00 PM	2011/11/15	Enrolled	Transfer Session	Drop Session	

**Enroll in Internal Training Courses**

Go To: [myHuman Resources](#)  
[Learning and Development](#)  
[Professional Training](#)  
[Training Summary](#)

**Click on "Training Summary"**

# Step 3

Courses you have completed or are enrolled in will display.

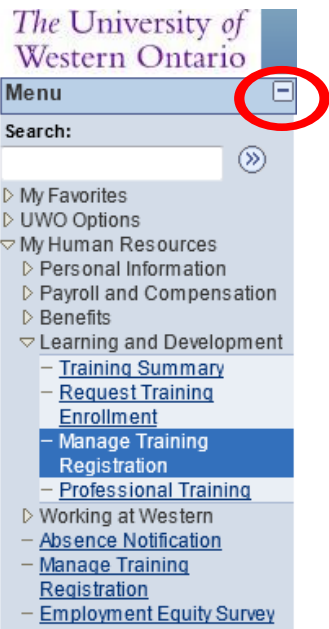
## Training Summary


Name

Internal Training										
Course Name	Session #	Course Start Date	Course End Date	Start Time	End Time	Location	Room Code	Last Enroll/Drop Date	Status	Status Date
In Class XZ.....	0006	2012/10/31	2012/10/31	12:00PM	2:00PM	Somerville House, Great Hall		2012/10/25	Enrolled	2012/10/04
In Class YY.....	0003	2011/05/27	2011/05/27	10:00AM	12:00PM	Somerville House, Great Hall	GH	2011/05/26	Completed	2011/05/27
<a href="#">InClass AODA/CS Std): Service</a>	0014	2010/02/18	2010/02/18	10:00AM	12:00PM			2010/02/17	Completed	2010/02/18
<a href="#">InClass AODA/CS Std): Service</a>	0010	2009/12/08	2009/12/08	2:00PM	4:00PM			2009/12/07	Completed	2009/12/08
<a href="#">WHMS Basic</a>	0001	2008/10/01		12:00PM				2008/09/30	Completed	2010/01/06

# Step 4


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



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

# Step 5

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

Go To: [myHuman Resources](#)  Click on "myHuman Resources"

[Learning and Development](#)

[Professional Training](#)

[Manage Training Registration](#)