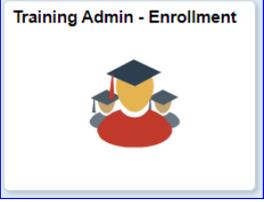
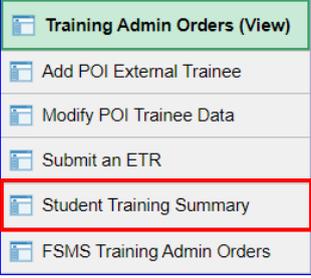


Viewing a Student Training Summary

Introduction This guide provides the procedures for viewing a member’s training summary in Direct Access (DA).

- Information**
- This information can also be found in the CG Member Info Report.
 - You must have the following roles to view this report:
 - CGTASMGR
 - CGTRNASC
 - CGTRNTQC

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Training Admin – Enrollment Tile.</p> 
<p>1.5</p>	<p>Select the Student Training Summary option.</p> 

Continued on next page

Viewing a Student Training Summary, Continued

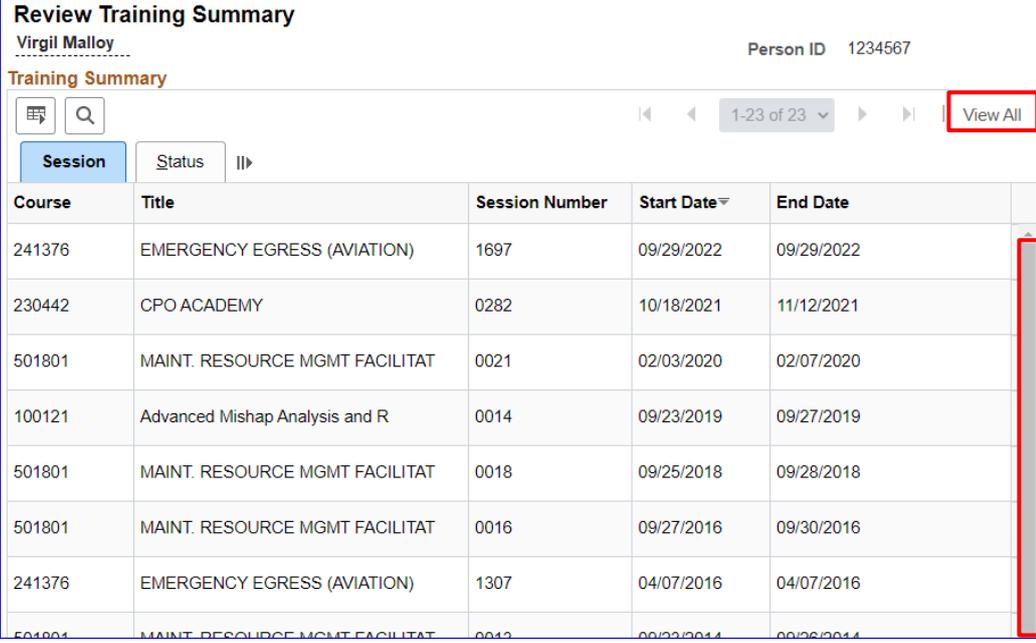
Procedures,
continued

Step	Action
2	<p data-bbox="328 501 943 535">Enter the member's Empl ID and click Search.</p> <div data-bbox="328 535 1374 1621" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="328 539 767 577">Review Training Summary</p> <p data-bbox="328 589 1358 618">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="360 651 695 712" style="background-color: #ADD8E6; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="336 730 568 763">▼ Search Criteria</p> <p data-bbox="400 779 1038 824">Empl ID begins with ▼ 1234567</p> <p data-bbox="336 853 1082 898">Empl Record = ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="368 927 1038 972">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="368 1001 1038 1046">First Name begins with ▼ <input type="text"/></p> <p data-bbox="368 1075 1038 1120">National ID begins with ▼ <input type="text"/></p> <p data-bbox="368 1149 1082 1193">Job Code begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="416 1223 1082 1267">Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="352 1296 1082 1341">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="368 1370 1038 1415">Company begins with ▼ <input type="text"/></p> <p data-bbox="352 1444 1082 1489">Job Family begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="336 1503 552 1525"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="336 1547 1090 1608"> <input style="border: 1px solid red; background-color: #ADD8E6;" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> </div>

Continued on next page

Viewing a Student Training Summary, Continued

Procedures,
continued

Step	Action																																								
<p>3</p>	<p>The member's Training Summary will display. If necessary, click View All and scroll to view all of the course titles.</p>  <p>Review Training Summary Virgil Malloy... Person ID 1234567</p> <p>Training Summary</p> <p>1-23 of 23 View All</p> <table border="1"> <thead> <tr> <th>Course</th> <th>Title</th> <th>Session Number</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>241376</td> <td>EMERGENCY EGRESS (AVIATION)</td> <td>1697</td> <td>09/29/2022</td> <td>09/29/2022</td> </tr> <tr> <td>230442</td> <td>CPO ACADEMY</td> <td>0282</td> <td>10/18/2021</td> <td>11/12/2021</td> </tr> <tr> <td>501801</td> <td>MAINT. RESOURCE MGMT FACILITAT</td> <td>0021</td> <td>02/03/2020</td> <td>02/07/2020</td> </tr> <tr> <td>100121</td> <td>Advanced Mishap Analysis and R</td> <td>0014</td> <td>09/23/2019</td> <td>09/27/2019</td> </tr> <tr> <td>501801</td> <td>MAINT. RESOURCE MGMT FACILITAT</td> <td>0018</td> <td>09/25/2018</td> <td>09/28/2018</td> </tr> <tr> <td>501801</td> <td>MAINT. RESOURCE MGMT FACILITAT</td> <td>0016</td> <td>09/27/2016</td> <td>09/30/2016</td> </tr> <tr> <td>241376</td> <td>EMERGENCY EGRESS (AVIATION)</td> <td>1307</td> <td>04/07/2016</td> <td>04/07/2016</td> </tr> </tbody> </table>	Course	Title	Session Number	Start Date	End Date	241376	EMERGENCY EGRESS (AVIATION)	1697	09/29/2022	09/29/2022	230442	CPO ACADEMY	0282	10/18/2021	11/12/2021	501801	MAINT. RESOURCE MGMT FACILITAT	0021	02/03/2020	02/07/2020	100121	Advanced Mishap Analysis and R	0014	09/23/2019	09/27/2019	501801	MAINT. RESOURCE MGMT FACILITAT	0018	09/25/2018	09/28/2018	501801	MAINT. RESOURCE MGMT FACILITAT	0016	09/27/2016	09/30/2016	241376	EMERGENCY EGRESS (AVIATION)	1307	04/07/2016	04/07/2016
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<p>4</p>	<p>Click Return to Search, Previous in List or Next in List to view another member's training summary.</p>  <table border="1"> <tbody> <tr> <td>140380</td> <td>LOW PRESSURE CHAMBER TRNG</td> <td>0244</td> <td>05/11/2010</td> <td>05/11/2010</td> </tr> <tr> <td>501673</td> <td>HU-25 BASIC AIRCREW</td> <td>0028</td> <td>04/12/2010</td> <td>04/23/2010</td> </tr> <tr> <td>501769</td> <td>AET "A" SCHOOL</td> <td>0047</td> <td>10/13/2009</td> <td>03/12/2010</td> </tr> <tr> <td>501831</td> <td>MOTORCYCLE BASIC RIDER COURSE</td> <td>0096</td> <td>08/16/2009</td> <td>08/16/2009</td> </tr> <tr> <td>501831</td> <td>MOTORCYCLE BASIC RIDER COURSE</td> <td></td> <td>08/14/2009</td> <td>08/16/2009</td> </tr> <tr> <td>501277</td> <td>SAFE Manager</td> <td></td> <td>03/25/2008</td> <td>03/25/2008</td> </tr> <tr> <td>400469</td> <td>CR/HRA SEXUAL HARASSMENT PREV</td> <td></td> <td>02/19/2008</td> <td>02/19/2008</td> </tr> <tr> <td>566666</td> <td>RECRUIT TRAINING</td> <td></td> <td>02/05/2008</td> <td>03/21/2008</td> </tr> </tbody> </table> <p>Return to Search Previous in List Next in List Notify</p>	140380	LOW PRESSURE CHAMBER TRNG	0244	05/11/2010	05/11/2010	501673	HU-25 BASIC AIRCREW	0028	04/12/2010	04/23/2010	501769	AET "A" SCHOOL	0047	10/13/2009	03/12/2010	501831	MOTORCYCLE BASIC RIDER COURSE	0096	08/16/2009	08/16/2009	501831	MOTORCYCLE BASIC RIDER COURSE		08/14/2009	08/16/2009	501277	SAFE Manager		03/25/2008	03/25/2008	400469	CR/HRA SEXUAL HARASSMENT PREV		02/19/2008	02/19/2008	566666	RECRUIT TRAINING		02/05/2008	03/21/2008
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