Viewing a Student Training Summary

Introduction

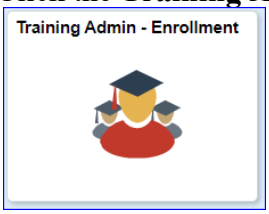
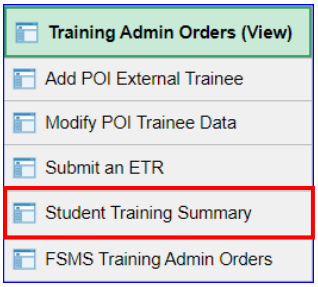
This guide provides the procedures for viewing a member's training summary in Direct Access (DA).

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
1	Click the **Training Admin – Enrollment** Tile. 
1.5	Select the **Student Training Summary** option. 

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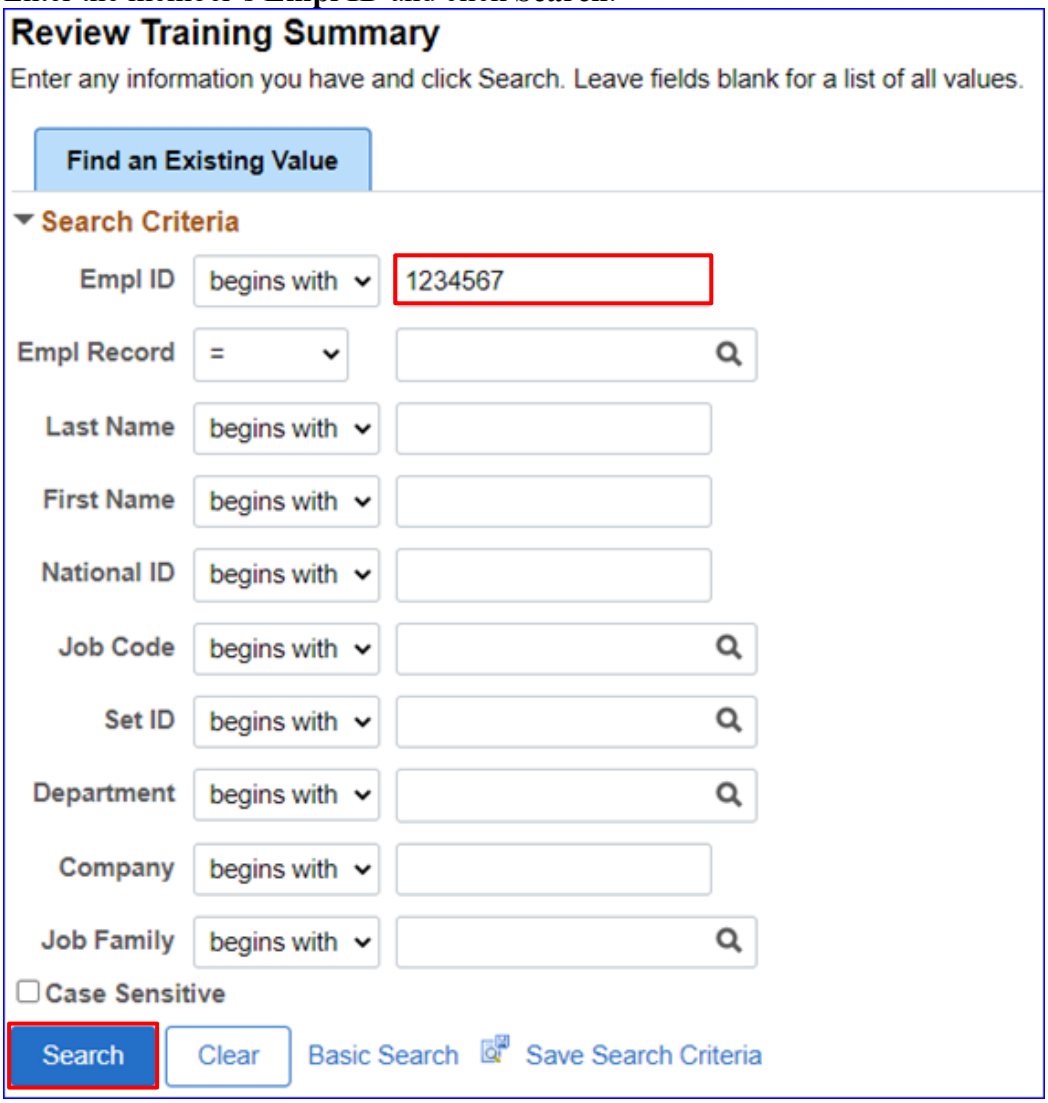
Viewing a Student Training Summary, Continued

Procedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. 

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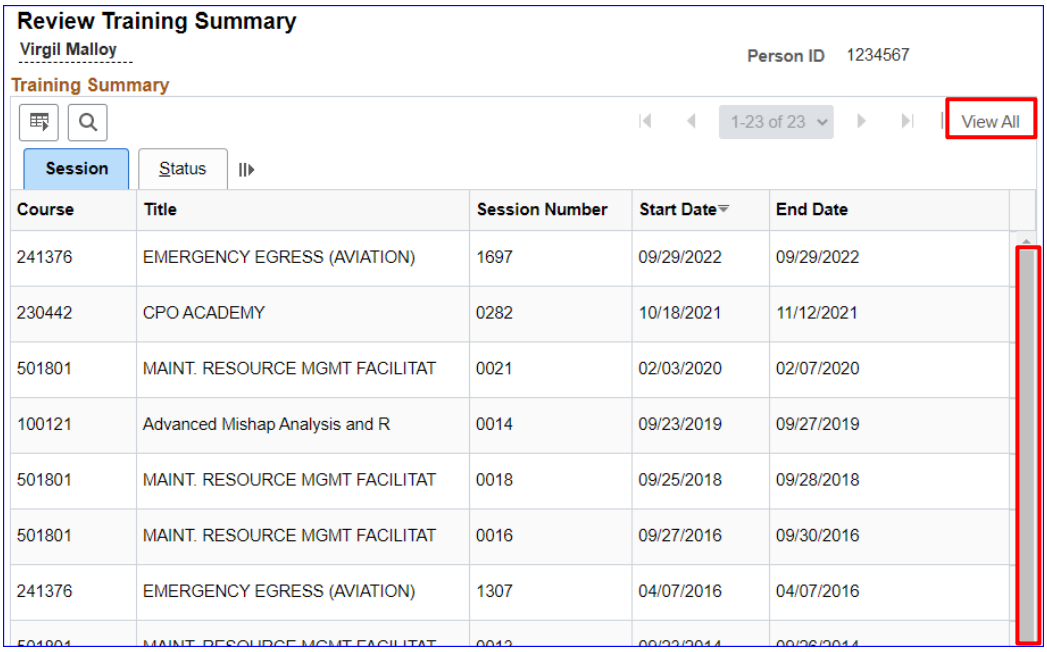
Viewing a Student Training Summary, Continued

Procedures, continued

Step	Action
3	The member's Training Summary will display. If necessary, click **View All** and **scroll** to view all of the course titles.
4	Click **Return to Search, Previous in List** or **Next in List** to view another member's training summary.



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

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