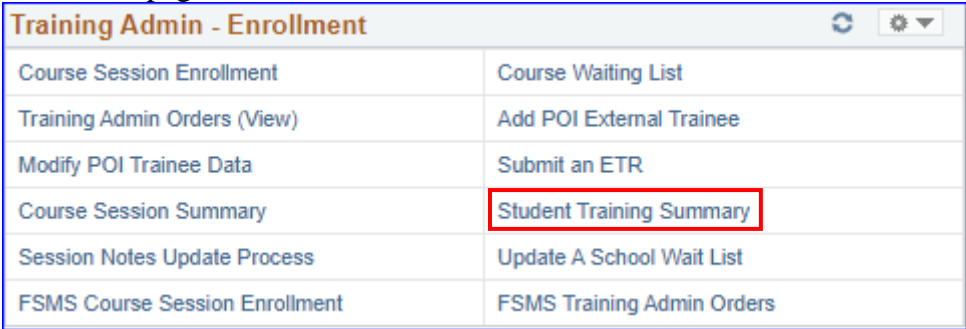


# Viewing a Student Training Summary

**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                              | <p>Select the <b>Student Training Summary</b> link from the Training Admin – Enrollment pagelet.</p>  <table border="1" data-bbox="333 907 1303 1234"> <thead> <tr> <th colspan="2" data-bbox="338 913 1299 947">Training Admin - Enrollment</th> </tr> </thead> <tbody> <tr> <td data-bbox="338 958 817 992">Course Session Enrollment</td> <td data-bbox="817 958 1299 992">Course Waiting List</td> </tr> <tr> <td data-bbox="338 1003 817 1037">Training Admin Orders (View)</td> <td data-bbox="817 1003 1299 1037">Add POI External Trainee</td> </tr> <tr> <td data-bbox="338 1048 817 1081">Modify POI Trainee Data</td> <td data-bbox="817 1048 1299 1081">Submit an ETR</td> </tr> <tr> <td data-bbox="338 1093 817 1126">Course Session Summary</td> <td data-bbox="817 1093 1299 1126"><b>Student Training Summary</b></td> </tr> <tr> <td data-bbox="338 1137 817 1171">Session Notes Update Process</td> <td data-bbox="817 1137 1299 1171">Update A School Wait List</td> </tr> <tr> <td data-bbox="338 1182 817 1216">FSMS Course Session Enrollment</td> <td data-bbox="817 1182 1299 1216">FSMS Training Admin Orders</td> </tr> </tbody> </table> | Training Admin - Enrollment |  | Course Session Enrollment | Course Waiting List | Training Admin Orders (View) | Add POI External Trainee | Modify POI Trainee Data | Submit an ETR | Course Session Summary | <b>Student Training Summary</b> | Session Notes Update Process | Update A School Wait List | FSMS Course Session Enrollment | FSMS Training Admin Orders |
| Training Admin - Enrollment    |   |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| Course Session Enrollment      | Course Waiting List   |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| Training Admin Orders (View)   | Add POI External Trainee  |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| Modify POI Trainee Data        | Submit an ETR   |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| Course Session Summary         | <b>Student Training Summary</b>   |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| Session Notes Update Process   | Update A School Wait List   |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |
| FSMS Course Session Enrollment | FSMS Training Admin Orders  |                             |  |                           |                     |                              |                          |                         |               |                        |                                 |                              |                           |                                |                            |

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## Viewing a Student Training Summary, Continued

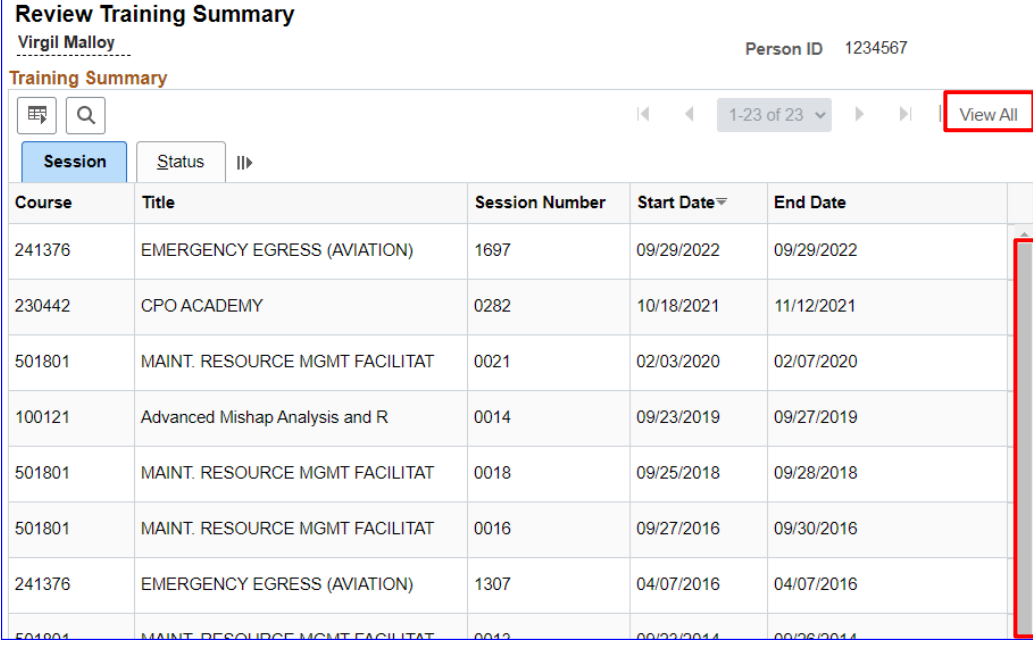
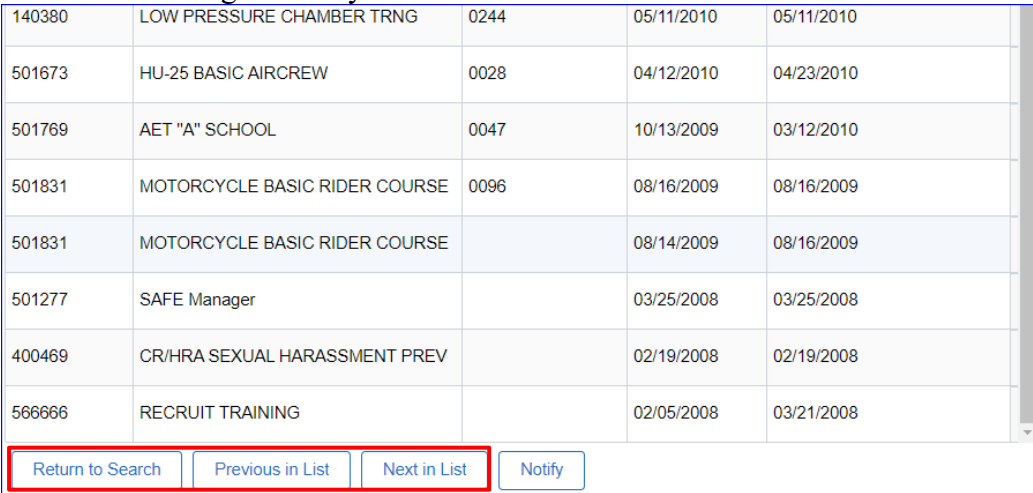
Procedures,  
continued

| Step | Action  |
|------|---|
| 2    | <p data-bbox="328 506 943 533">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="328 533 1366 1617" style="border: 1px solid black; padding: 5px;"> <p data-bbox="328 539 767 577"><b>Review Training Summary</b></p> <p data-bbox="328 589 1353 616">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="336 730 568 757">▼ Search Criteria</p> <p data-bbox="400 786 1038 824">Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></p> <p data-bbox="336 853 1082 898">Empl Record = ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="368 931 1038 976">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="368 1010 1038 1055">First Name begins with ▼ <input type="text"/></p> <p data-bbox="368 1088 1038 1133">National ID begins with ▼ <input type="text"/></p> <p data-bbox="368 1167 1082 1211">Job Code begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="416 1245 1082 1290">Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="352 1323 1082 1368">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="368 1402 1038 1447">Company begins with ▼ <input type="text"/></p> <p data-bbox="352 1480 1082 1525">Job Family begins with ▼ <input type="text"/> <input type="button" value="Q"/></p> <p data-bbox="336 1559 552 1585"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="336 1592 1086 1617" style="display: flex; align-items: center; gap: 10px;"> <span style="border: 1px solid red; padding: 2px 10px;">Search</span> <span style="border: 1px solid #ADD8E6; padding: 2px 10px;">Clear</span> <span style="color: #ADD8E6;">Basic Search</span>  <span style="color: #ADD8E6;">Save Search Criteria</span> </p> </div> |

*Continued on next page*

## Viewing a Student Training Summary, Continued

Procedures,  
continued

| Step            | Action  |                |                           |                |            |            |        |                             |      |            |            |        |                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                             |      |            |            |
|-----------------|---|----------------|---------------------------|----------------|------------|------------|--------|-----------------------------|------|------------|------------|--------|----------------|------|------------|------------|--------|--------------------------------|------|------------|------------|--------|--------------------------------|------|------------|------------|--------|--------------------------------|------|------------|------------|--------|--------------------------------|------|------------|------------|--------|-----------------------------|------|------------|------------|
| <p><b>3</b></p> | <p>The member's Training Summary will display. If necessary, click <b>View All</b> and <b>scroll</b> to view all of the course titles.</p>  <p><b>Review Training Summary</b><br/>Virgil Malloy... Person ID 1234567</p> <p>Training Summary</p> <p>1-23 of 23 <b>View All</b></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 |
| 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     |            |            |        |                             |      |            |            |        |                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                             |      |            |            |
| <p><b>4</b></p> | <p>Click <b>Return to Search</b>, <b>Previous in List</b> or <b>Next in List</b> 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 |
| 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     |            |            |        |                             |      |            |            |        |                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                                |      |            |            |        |                             |      |            |            |