






## View Training Summary MSS

### Steps to follow:

This guide will demonstrate how to View a Training Summary using Manager Self Service.

Step	Action
1.	Begin by navigating to the <b>Training Summary</b> page.  Click the <b>Main Menu</b> button. 
2.	Click the <b>Human Resources</b> menu. 
3.	Click the <b>Manager Self Service</b> menu. 
4.	Click the <b>Learning and Development</b> menu. 
5.	Click the <b>Training Summary</b> menu item. 
6.	The <b>Training Summary</b> page displays all the employees who are reporting directly to the desired Manager.
7.	Click the <b>desired</b> name list item for the Manager's employee to be viewed.
8.	The <b>Training Summary</b> page displays all training courses the selected employee is currently enrolled in or has completed. <ul style="list-style-type: none"><li>Any training completed before the implementation of Mosaic will not be reflected in their Mosaic training summary. To obtain older records, please email the appropriate office (<b>EOHSS, FHS or the Biosafety Office</b>). Here is a list of contacts for each office:<ul style="list-style-type: none"><li>EOHSS: <a href="mailto:eohtss@mcmaster.ca">eohtss@mcmaster.ca</a></li><li>FHS and Biosafety: <a href="mailto:gammelc@mcmaster.ca">gammelc@mcmaster.ca</a></li></ul></li></ul>