Accessing the Manager's myURHR Learning Activity -Transcript Report

The **Manager's myURHR Learning Activity – Transcript Report** allows managers to view employees' myURHR training completion statuses in MyPath.
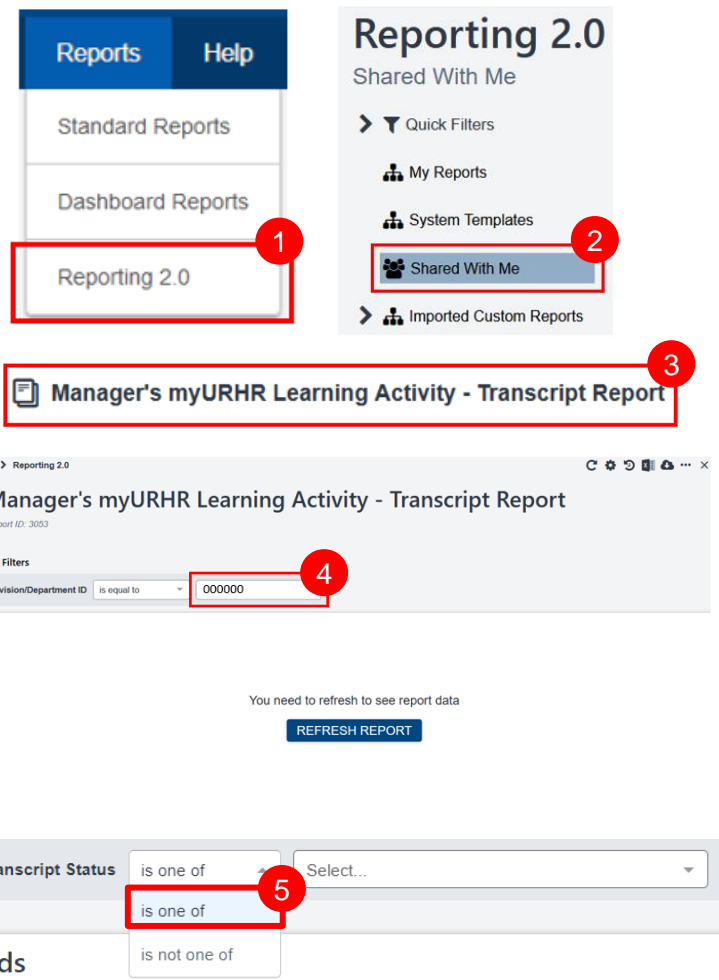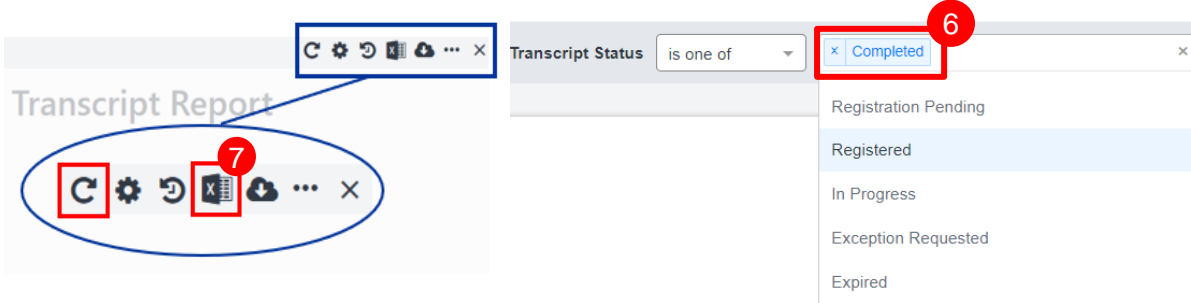
Accessing the Report

From the MyPath dashboard:

1. Hover over the Reports menu and select **Reporting 2.0**.
2. To see available reports, select **Shared With Me** on the lefthand side of the page.
3. Click on the **Manager's myURHR Learning Activity -Transcript Report**.
4. Enter your **Six-Digit Department Number**.*
5. To filter for completion status, select "**is one of"** under the first dropdown menu.
6. To filter for completed training, select (or search for) **Completed** under the second dropdown menu.

   Note: To view **incomplete** training, please use the **Manager's myURHR Learning Activity - Not Completed Training Report**.

7. Select your desired option to view the information:
   a. Click the **Circle** icon to refresh the report.
   b. Click on the **Excel** icon to download the report.

*Locating your Six-Digit Department Number

To locate your Department ID number, select the Profile icon within MyPath. The Department ID is in the Additional Information section under Department/Division.