

One feature supervisors have available in Manager Self Service (MSS), is the ability to view training history for their direct reports.

- Log into the **myUK Manager Self Service tab**
- Select the myUK Learning and Performance link
- <u>Select the **My Team** tile</u>



- Select the applicable employee
- Select <u>Learning</u> from the drop down menu

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• Select the Learning History link



Training history will be displayed.