

# Mandatory Training for UAA Faculty and Staff

## Instructions

To access the required trainings, do the following:

1. Go to the myUA website at [alaska.edu/myua](https://alaska.edu/myua).
2. Click on "myUA Employee Services Dashboard."
3. Use your single sign-on to log in.
4. Click on the "My Community" heading at the top of the page then select the "Learning Library."
5. To easily find the required (Tier 1) trainings, click on "Type" up towards the top left-hand side of your page under Learning Library, and check the box for "Common Employee Training – Tier 1,

## Supervisor Tracking

Supervisors may view the training records of only their direct subordinates using the following steps:

1. Go to the myUA website at [alaska.edu/myua](http://alaska.edu/myua).
2. Click on the myUA Recruitment Module.
3. Click on the navigation drawer (aka hamburger menu) in the upper right-hand corner of the page, to the right of the "i" symbol.
4. Scroll down to the bottom of the expanded list and click on reports.
5. Under the report category "Development - E6.42 (2012 792 rev WBT/E556.42i)/E556.42i2 (E51/E51/E