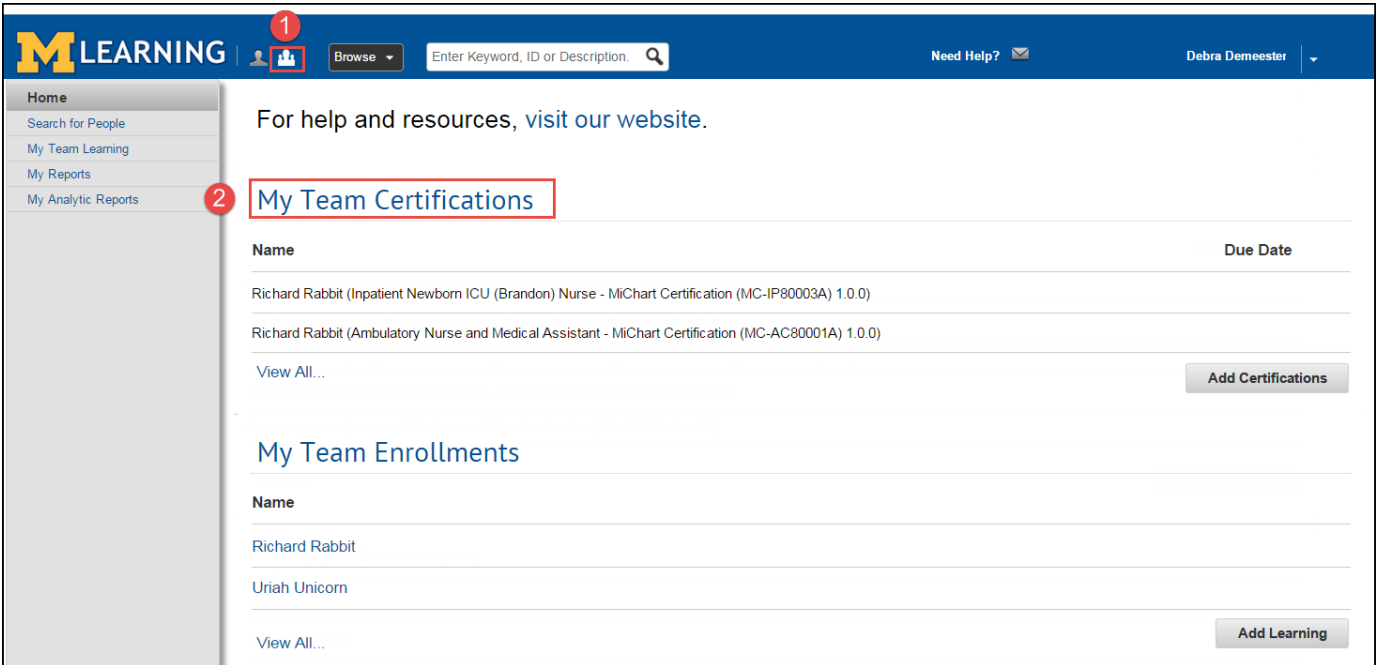## Manager 1: Viewing the Status and Details of Faculty and Staff Certifications
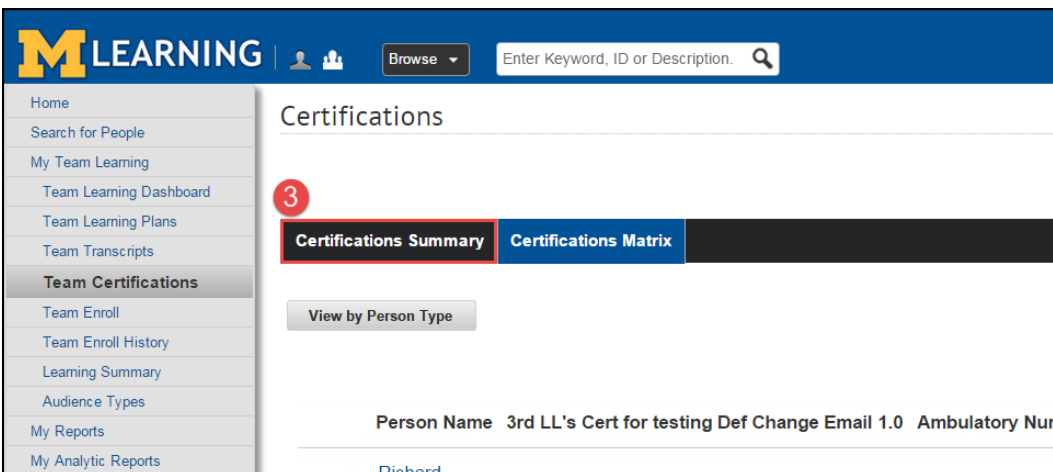
This process allows the user to view a Certification's status, the details and send an email to the Faculty or Staff.

Open the **Team Certifications** page:

1. **Manager** Icon

2. Click the **My Team Certifications** header on the home page**.**

3. Click **Certifications Summary** at the top of the **Team Certifications** page.

4. **Review the status of all assigned certifications.**

To View Details of Individual Certifications

5. Hover over the Actions link and click **View Certifications** to open the Faculty or Staff Certification page.

6. Find the **Certification** of interest to view status details

7. Hover over the specific Certifications **Actions** link to:

- To view more about the individuals path to Certification History – Click **View Certification History**

- Delete an improperly assigned Certification – Click **Delete**.

- Print a Certificate of Completion – Click **Print Certificate.**

Note: To view the requirements of the specific Certification, click the individual **Certification title**.

To Send an Email to Faculty or Staff

8. Return to the **Certifications Summary** page**.**

9. Hover over **Actions**.

10. Click **Email Reminder** to open the Certification Status Reminder message pop up.

11. The email self populates with the Faculty or Staff email address

12. Subject and message requires "free-text" by the user.

13. Click **Send** to send the email to the Faculty or Staff Outlook email.

14. The email appears in the Faculty or Staff **Outloo**k email.

    Note: The return email address is **mlearninginfo@umich.edu**