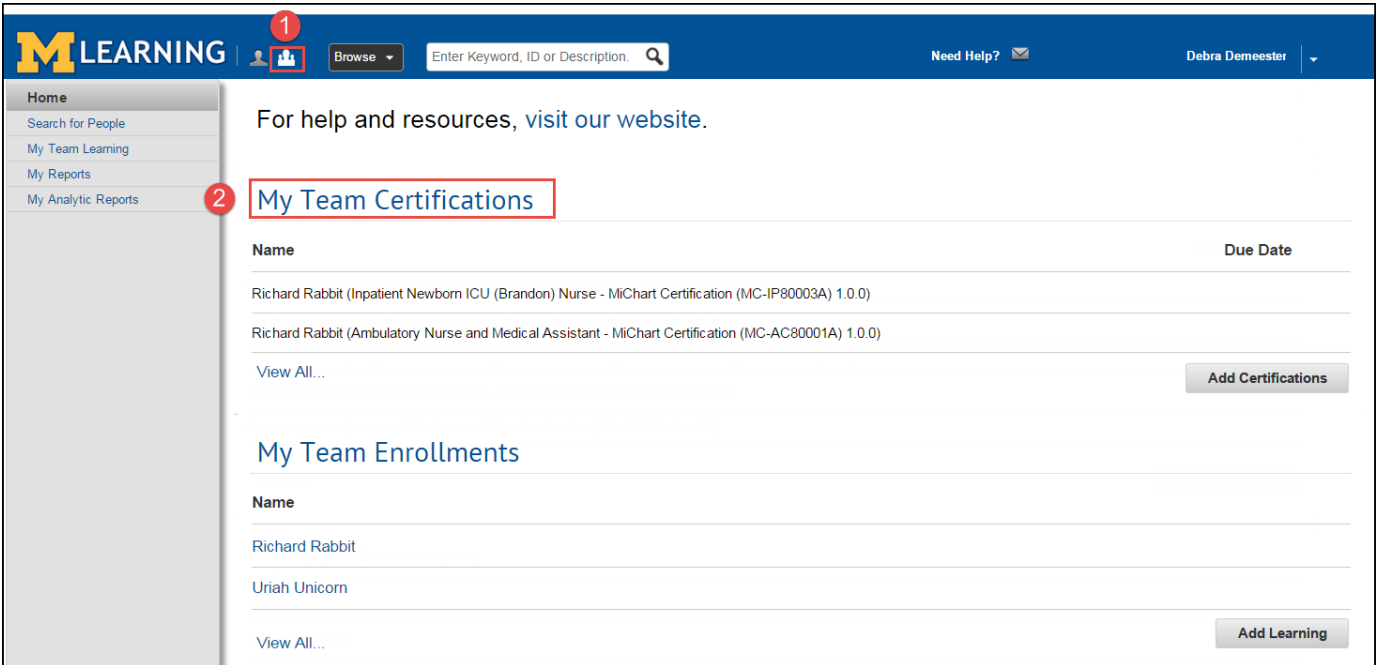


Manager 1: Viewing the Status and Details of Faculty and Staff Certifications

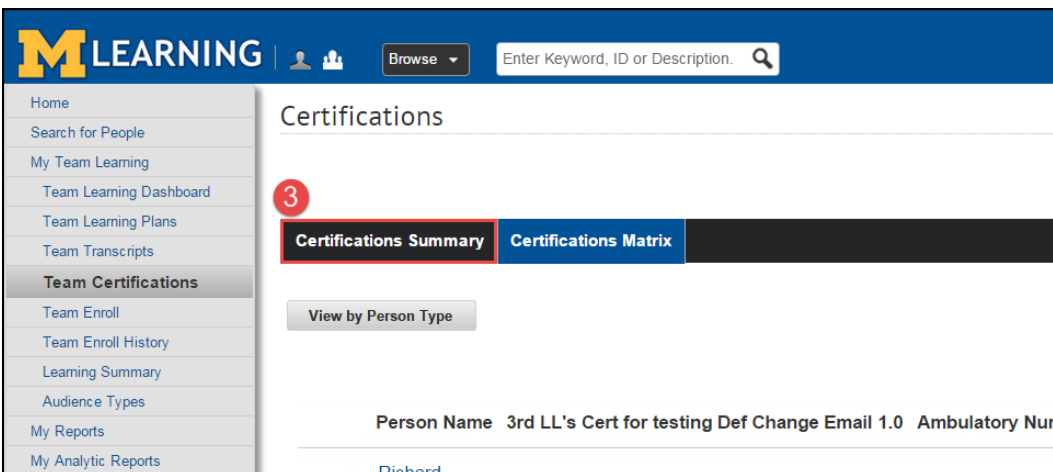
This process allows the user to view a Certification's status, the details and send an email to the Faculty or Staff.

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.



Manager 1: Viewing the Status and Details of Faculty and Staff Certifications

4. Review the status of all assigned certifications.

Person Name	Assigned	In Progress	Overdue	Acquired	Revoked	Expired	Discontinued	Total	Actions
Richard Rabbit	8	0	0	0	0	0	2	10	Actions
Uriah Unicorn	9	1	0	0	0	0	2	12	Actions

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**.

Certification Title	Status	Assigned On Date	Acquired On Date	Expired On Date	Due Date	Assigned By	Selected Path (% Complete)	Actions
Ambulatory Nurse and Medical Assistant - MiChart Certification (MC-AC80001A)	In Progress	02/10/2015				Debra Demeester	MiChart Training Path - 75% Completed	View Certification History View Progress for All Paths View Acquisition History Delete Print Certificate
COMP-C10000 UMHS Compliance for All Staff	Acquired	01/30/2015	07/17/2014	08/01/2015(+15 days)		Hosting Admin	Complete All Required Activities - 0% Completed	Actions

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

Manager 1: Viewing the Status and Details of Faculty and Staff Certifications

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.

Person Name	Assigned	In Progress	Overdue	Acquired	Revoked	Expired	Discontinued	Total
Richard Rabbit	8	0	0	0	0	0	2	10
Uriah Unicorn	9	1	0	0	0	0	2	12

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 **Outlook** email.

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