

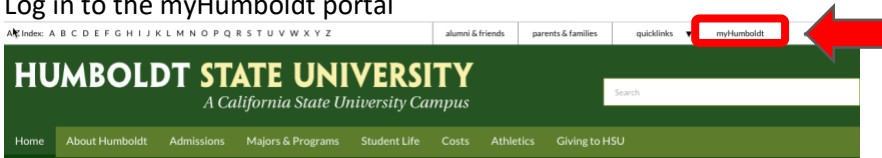
How-To: CSU Learn MPP "My Team" Dashboard

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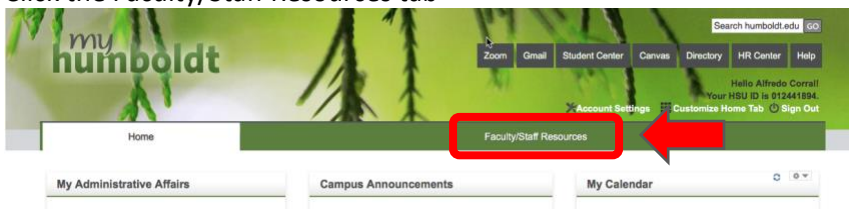
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1. Opening CSU Learn

- 1. Log in to the myHumboldt portal



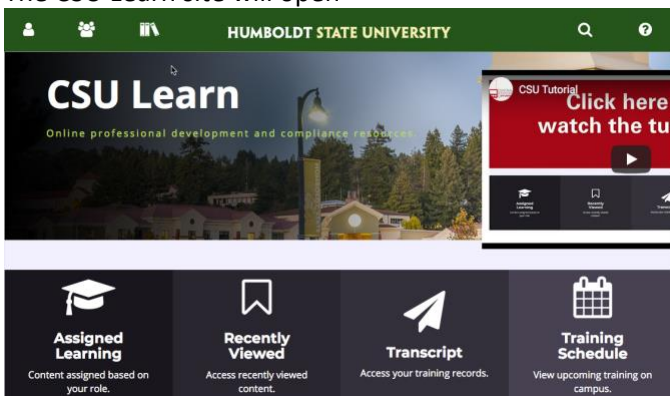
- 2. Click the Faculty/Staff Resources tab



- 3. Look for the CSU Learn Pagelet and click the logo



- 4. The CSU Learn site will open



2. Navigating “My Team” Dashboard

IMPORTANT NOTE:

Only the “Reports To” Appropriate Administrator listed in PeopleSoft can see their staff members in this dashboard.

If a staff member’s supervisor is not listed in PeopleSoft as their “Reports To” Supervisor, that supervisor can’t see that person’s report.

Also, if you don’t have any “Reports To” assigned in PeopleSoft, the My Team icon won’t show.

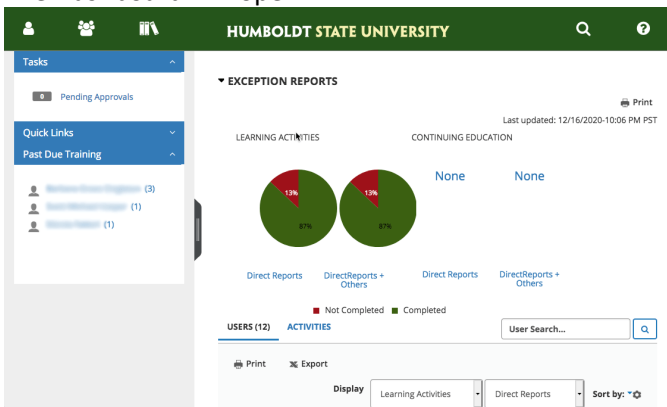
1. Click the “My Team” icon on the top left corner of the site



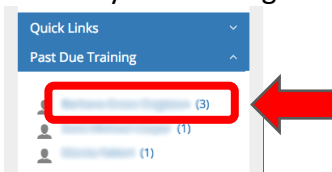
2. Click the “Manager Dashboard” menu option on the left



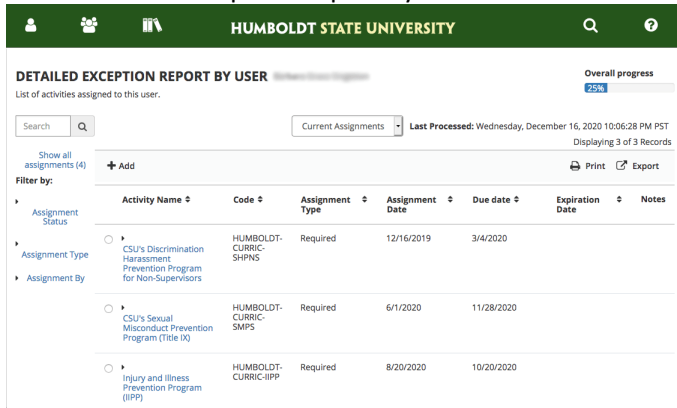
3. The Dashboard will open



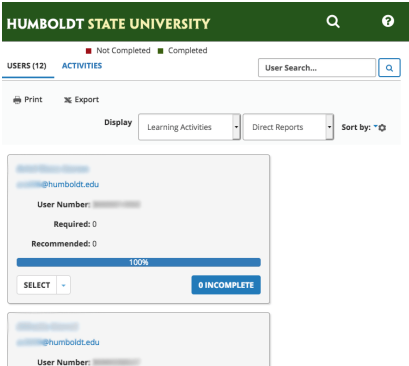
4. On the left menu bar, there is a “Past Due Training” option that will show you a list of all your staff members that haven’t finished their assigned courses. Click their names to see the courses that they are missing.



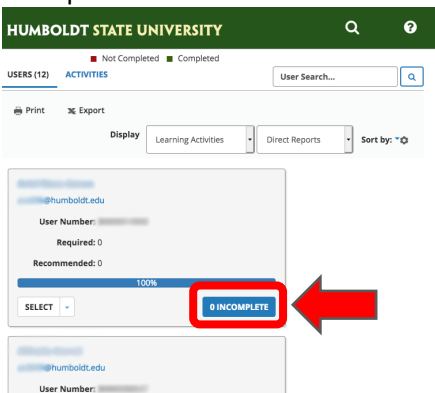
- The “Detailed Exception Report by User” will list the missing courses for that person



- If you want to see information about the rest of your staff, scroll the main area down until you see a list of all your staff members in card format



- Click the “Incomplete” blue button and the “Detailed Exception Report by User” will appear, just like in step 5 above



If you have any questions, please contact Alfredo S. Corral, Human Resources Learning Technology Specialist at alfredo.corral@humboldt.edu