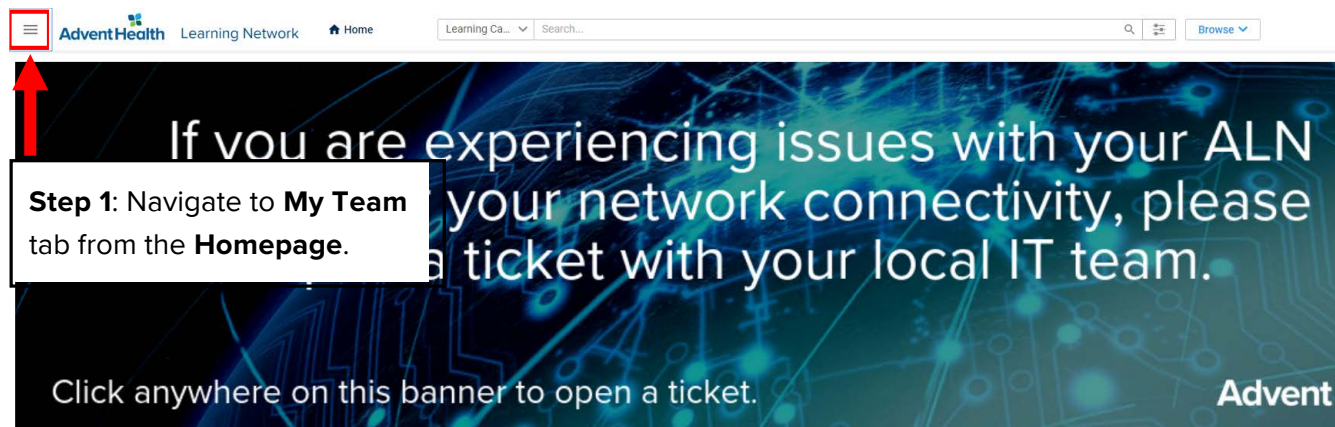


AdventHealth Learning Network

Steps to Access the My Team Page

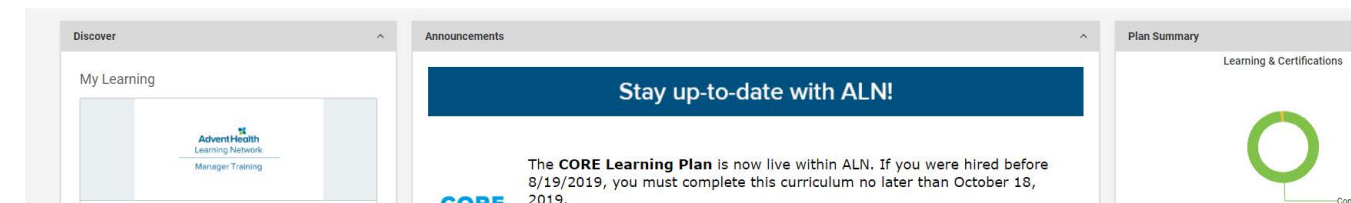
The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step guide to access and view the My Team page. The My Team page provides quick access to common tasks that summarize information about team. It is accessible to leaders with direct reports in the system.



Step 1: Navigate to **My Team** tab from the **Homepage**.

If you are experiencing issues with your ALN or your network connectivity, please contact your local IT team.

Click anywhere on this banner to open a ticket.



Discover

My Learning

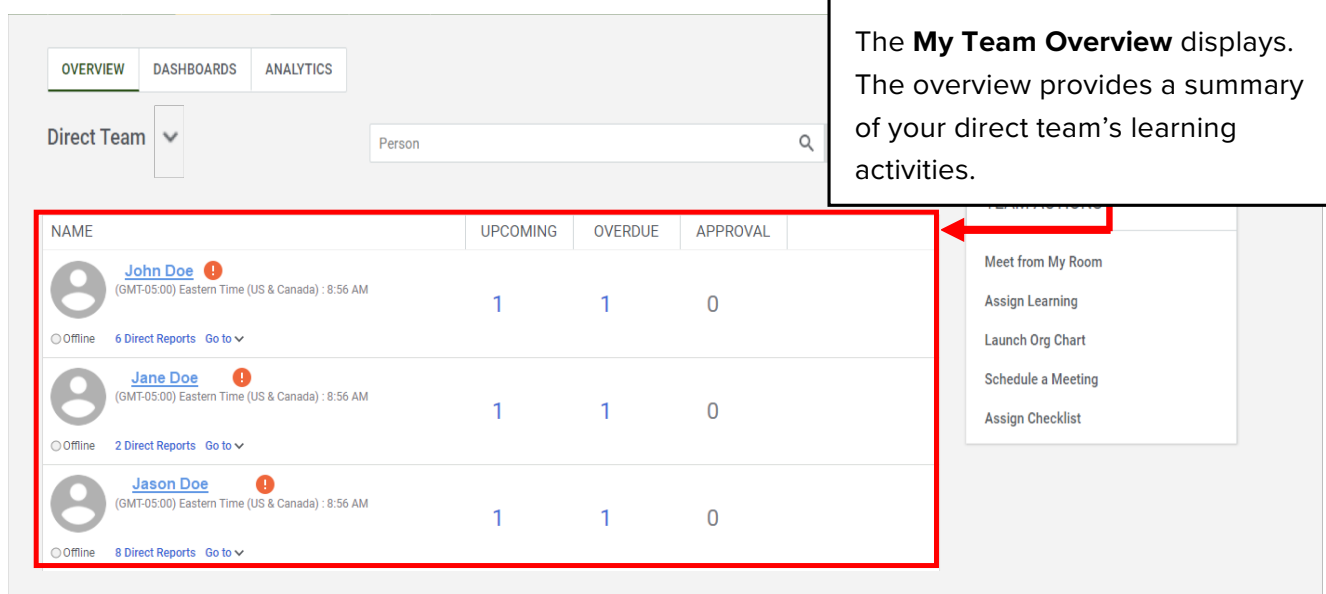
Announcements

Stay up-to-date with ALN!

The **CORE Learning Plan** is now live within ALN. If you were hired before 8/19/2019, you must complete this curriculum no later than October 18, 2019.

Plan Summary

Learning & Certifications



OVERVIEW DASHBOARDS ANALYTICS

Direct Team

NAME	UPCOMING	OVERDUE	APPROVAL
John Doe (GMT-05:00) Eastern Time (US & Canada) : 8:56 AM Offline 6 Direct Reports Go to	1	1	0
Jane Doe (GMT-05:00) Eastern Time (US & Canada) : 8:56 AM Offline 2 Direct Reports Go to	1	1	0
Jason Doe (GMT-05:00) Eastern Time (US & Canada) : 8:56 AM Offline 8 Direct Reports Go to	1	1	0

My Team Overview

- Meet from My Room
- Assign Learning
- Launch Org Chart
- Schedule a Meeting
- Assign Checklist

AdventHealth Learning Network

Steps to Access the My Team Page

Step 2: Select your team member's name link.

Note: on the My Team Overview page:

- A:** To view your alternate team, select the dropdown arrow (only visible if you have team members for whom you are the alternate manager)
- B:** Click here to view your employees Plan
- C:** Look here to view learning that is:
 - Upcoming – Due within 7 days
 - Overdue – Training that is late
 - Approval – For training activities that require approval
- D:** Click here View pending approvals for your team
- E:** Click here to view your employee's direct reports.
- F:** Click the Go To dropdown arrow to view a list of actions for a specific employee.
- G:** To assign learning to your team or a group of individuals on your team, click **Assign Learning**
- H:** To assign checklists (learning tasks for completion) that are created by your Learning Administrators, click **Assign Checklist**

AdventHealth Learning Network

Steps to Access the My Team Page

Your Employee's Plan page opens. From this page you can take an in depth look at their progress on assignments. Clicking on any of categories in this box will filter the Learning & Certifications results.

Note: You can:

- A:** Click back to return to the My Team page
- B:** Click on any other employee to open their plan
- C:** View the source to see who assigned the content
- D:** View the due date
- E:** View details to see the activities within a course or curriculum
- F:** View Classes to sign your employee up for a specific class

John Doe: Plan

Learning & Certifications

Completed 109
In Progress 32
Pending action 5

NAME	PROGRESS	DUE	ACTIONS
iSynergy CorpSvs Facility HR & HRBP Curriculum Source: iSynergy CorpSvs...	Progress 0% ASSIGNED	29-JUN-2018 55 days past due	VIEW DETAILS
Kelley Test Checklist	Progress 50% IN-PROGRESS	16-JUL-2018 38 days past due	EVALUATE
iSynergy CorpSvs Maintenance Service Request Course: iSynergy Corp - ...	PENDING REGISTRATION	24-AUG-2018	VIEW CLASSES
2017 3rd Quarter L&D/PHRU Special Delivery Course Version:2017 Web-Based Source: Course 2017 3rd ...	IN PROGRESS	-----	VIEW SUMMARY
Central Line Dressing Change - Education Video Course Version:2013 Web-Based	IN PROGRESS	-----	VIEW SUMMARY
Emergency Nursing Orientation 2.0: Head Trauma Course Version:1 Web-Based	IN PROGRESS View credits	-----	VIEW SUMMARY
Emergency Nursing Orientation 2.0: Introduction: How to Use Emergenc...	IN PROGRESS	-----	VIEW SUMMARY
Emergency Nursing Orientation 2.0: Palliative and End-of-Life Care in	IN PROGRESS	-----	VIEW SUMMARY

Thank you for reviewing this guide. You have now learned the basics of navigating the My Team area.