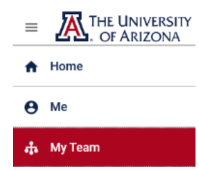
HOW TO ACCESS EDGE AND VIEW YOUR TEAM

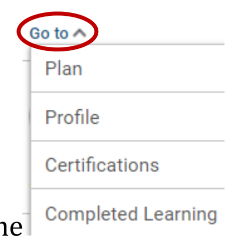
ACCESSING EDGE

1. Go to: http://arizona.sabacloud.com/
2. Login with your UArizona NetID and password

VIEWING YOUR TEAM



1. Select the navigation button, THE UNIVERSITY OF ARIZONA, Select **My Team**
2. A list of your direct reports will appear
3. An overview of your teams' learning information will generate.
   - If they are up-to-date with everything a green checkmark will be present.
   - If one of your team members has any outstanding or overdue items, a red exclamation mark will appear with a note that reads, "Requires your attention".



4. To view a direct report's training statuses, select **Go to** under their name
   - To view in progress training, select **Plan**
   - To view completed training, select **Completed Learning**
   - To view certifications, select **Certifications**
     - Select **In Progress or Completed** to generate Certificates available
       - In Progress
       - Completed

OR you can view all of these aspects by selecting Employee Name

- Select Filters Learning & Certifications | Filters
- Use filter functions to view certificates, courses, etc.

HOW TO ASSIGN TRAININGS AND CHECKLISTS

ASSIGNING TRAINING

1. Navigate to My Team
2. Select **Assign Learning** under Team Actions on the right
3. Select **Add to Plan**
4. Enter a keyword, course, or certificate name into the search field at the top of the page
5. Select **Date** under Due Date
6. Select **Add**
7. Scroll down to Add Person section
8. Select **Add** to select team member(s) or check select all
9. Scroll down and select **Add To Plan**
10. Confirmation will display and an email is sent to the learner
11. Select **OK**

ASSIGNING CHECKLISTS

1. Navigate to My Team
2. Select **Assign Checklist** under Team Actions on the right
3. Select **Checklist**
4. Select **Save and Next**
5. Team members will display, select **X** for users you don't want to assign
6. Select **Assign**
7. Confirmation will display and an email is sent to the learner
8. Select **Close**

HOW TO VIEW DASHBOARD

VIEW TEAM DASHBOARD

1. Once in My Team, select **Dashboard** icon on left hand side
2. Select **Manger Dashboard**
3. Select **Dashboard dropdowns** for viewing options