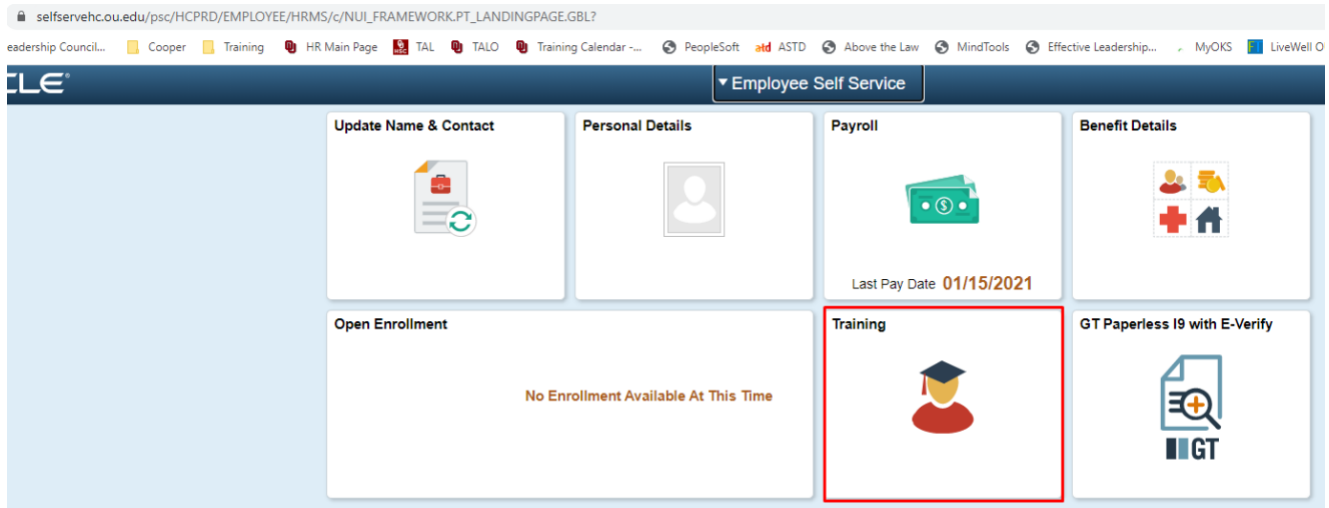


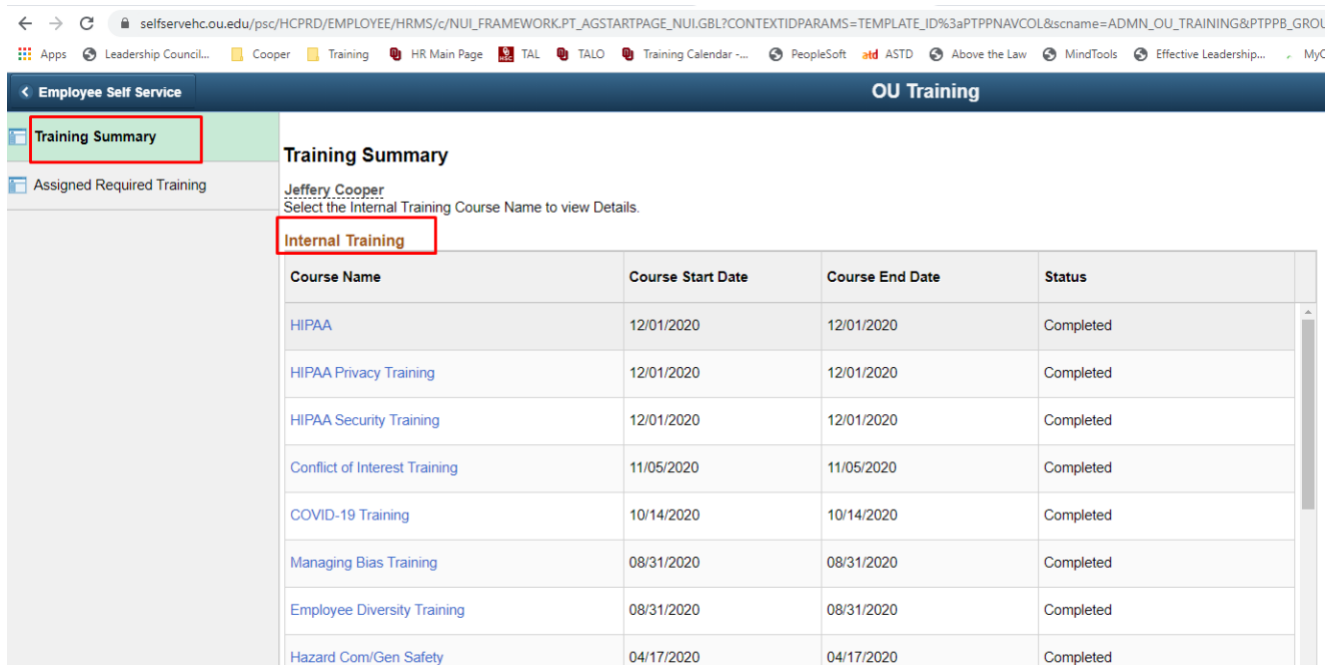
Instructions to Find your Training History

Please sign on to your Self-Service account (HSC staff: www.ouhsc.edu/selfserve OR Norman staff: <https://hr.ou.edu/Self-Service>) then select the option that says **Training**



The screenshot shows the 'Employee Self Service' dashboard with several tiles: Update Name & Contact, Personal Details, Payroll (Last Pay Date: 01/15/2021), Benefit Details, Open Enrollment (No Enrollment Available At This Time), Training (highlighted with a red border), and GT Paperless I9 with E-Verify.

The next screen should show you a training Summary. The very first section will be Internal Training. This is where you will find your training history for any training you have completed through Human Resources, as well as all of your OnPoint Compliance trainings.



The screenshot shows the 'OU Training' page with a 'Training Summary' section. The 'Internal Training' section is highlighted with a red border and contains a table of completed training courses.

Course Name	Course Start Date	Course End Date	Status
HIPAA	12/01/2020	12/01/2020	Completed
HIPAA Privacy Training	12/01/2020	12/01/2020	Completed
HIPAA Security Training	12/01/2020	12/01/2020	Completed
Conflict of Interest Training	11/05/2020	11/05/2020	Completed
COVID-19 Training	10/14/2020	10/14/2020	Completed
Managing Bias Training	08/31/2020	08/31/2020	Completed
Employee Diversity Training	08/31/2020	08/31/2020	Completed
Hazard Com/Gen Safety	04/17/2020	04/17/2020	Completed