

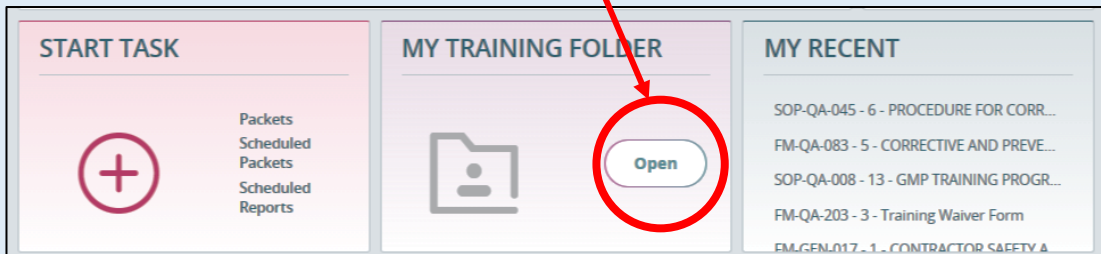
T²M - Trident Training Minute


Did You Know...

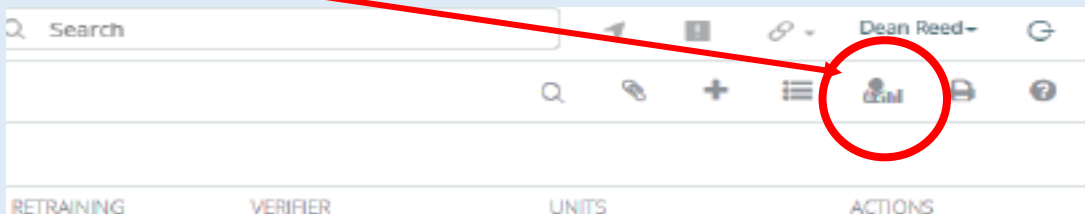
- You can check your training records and assigned curriculum in 4 easy steps! This allows you to see what you have completed, what training you are missing, and what curriculum you are assigned to.

Here's how:

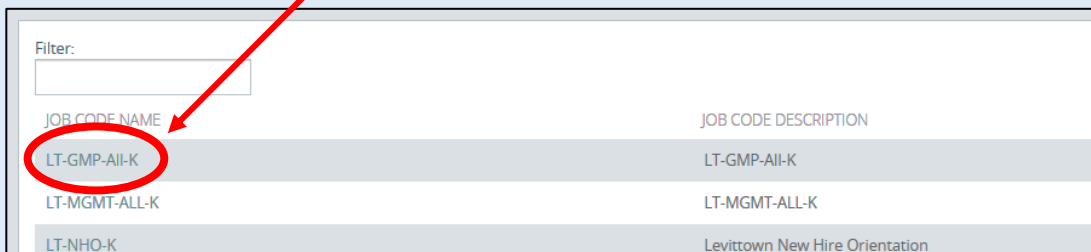
Log into MasterControl and click "Open" in the My Training Folder section which is usually located at the bottom of your dashboard.



Click on the  icon in the upper right corner.



Click on any curriculum (Job Code) to check your completions/qualifications.



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You will see the training items associated with the curriculum and your current status.

LT-QA-TRAINING-K (1 of 1 have completed training)				
	SOP-QA-008, GMP TRAINI...	SOP-QA-073, TRAINER QU...	SOP-QC-048, CHEMIST QU..	Trainee Percentage
Reed, D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100%

Here are some of the common status icons that you will see in your training records.

<input checked="" type="checkbox"/>	Complete
<input type="checkbox"/>	In Process
<input type="checkbox"/>	Overdue
<input type="checkbox"/>	Pending/Waiting

*You will see the “In Process” icon if you have signed off on an OJT course, but the OJT documentation has not been submitted to QA Training for verification. If you see this icon, versus a green check mark, **the OJT process is incomplete. You are not qualified to perform the task(s) associated with the training even though it’s no longer on your to-do list.**

Contact QA with any questions.