Employee Guide to Hero
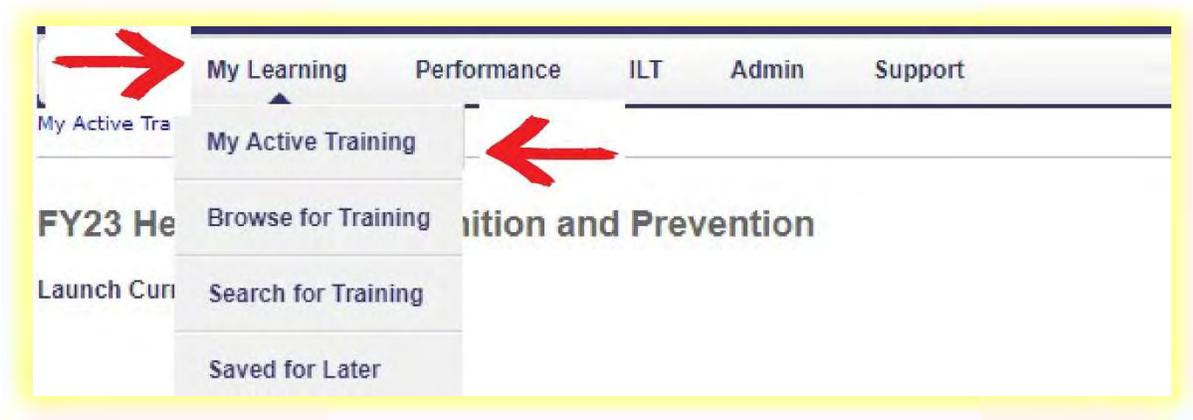
How to view who input & completed your training:

Step 1:

Log into Hero
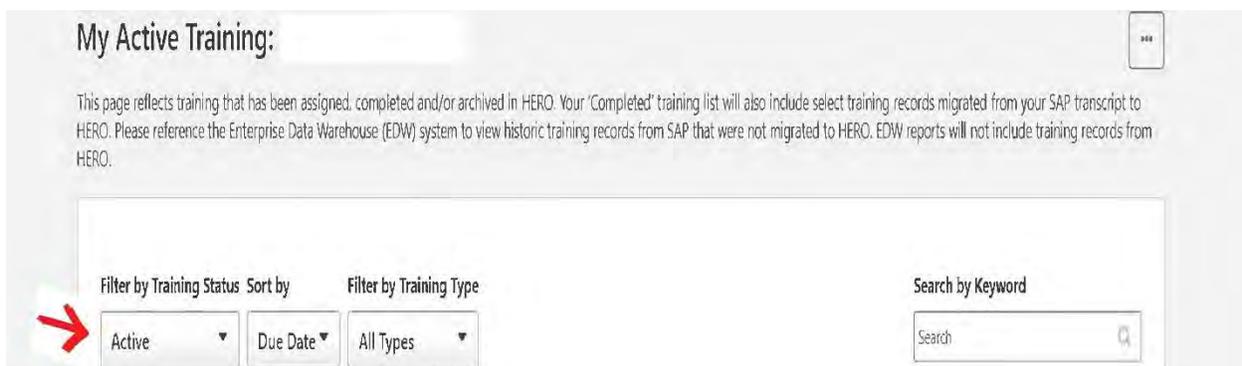
Step 2:

Go to "My Learning" and click "My Active Training."

Step 3:

Click Active & switch to Completed under "Filter by Training Status."

Step 4:

Select the drop-down menu for the training you would like to verify and click "View Training Details."

Step 5:

Click the drop-down arrow.

Step 6:

Verify who input& completed your training.

Assignment and Version

Transcript History

Completed by Jack Fraud (12121212) on 3/16/2023 10:30:00 AM
Registered by Learning Assignment Tool (265269) on 11/18/2022 3:48:36 PM Comments: Upgrade Register
Upgraded to Version 5.0 by Learning Assignment Tool (265269) on 11/18/2022 3:48:35 PM Comments: Changed provider for safety talk
Registered by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM
Approved by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM
Assigned by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM Comments: Initial Request

Time Zone: (UTC-06:00) Central Time (US & Canada)

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