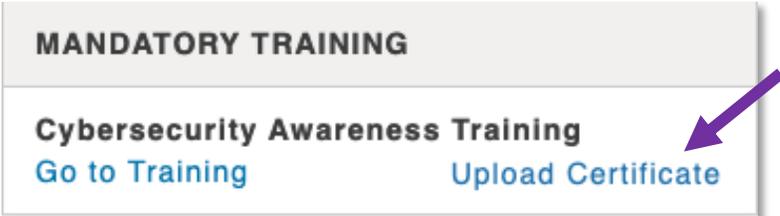


# Mandatory Training Tracker

In order to remain knowledgeable about important policies and procedures, and to stay in compliance to state and federal regulations, all LSUA employees are required to complete the specific mandatory training e-courses. To make the process of keeping track of your mandatory trainings easier, there is now a Mandatory Training Tracker available in myLSUA!

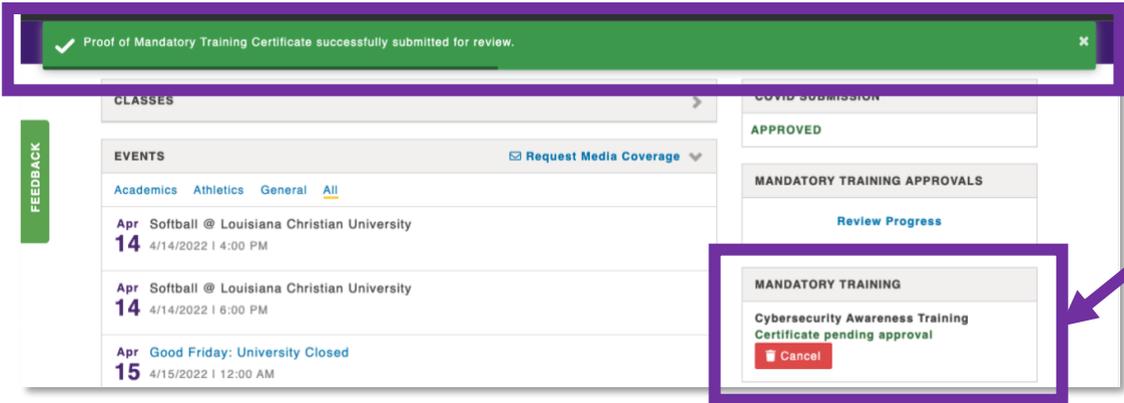
## How to Upload a Training Certificate

1. Login to [myLSUA](#) and locate the *Mandatory Training* box on the right-hand side.
2. To upload your certificate, click **Upload Certificate**. A box will pop up for you to browse your computer for the file.



If you do not see the box, email [iethelp@lsua.edu](mailto:iethelp@lsua.edu).

3. After you have successfully uploaded your certificate, a notification will be sent to your supervisor and the system admins for approval.



## How to Review Your Employees' Progress (For Supervisors)

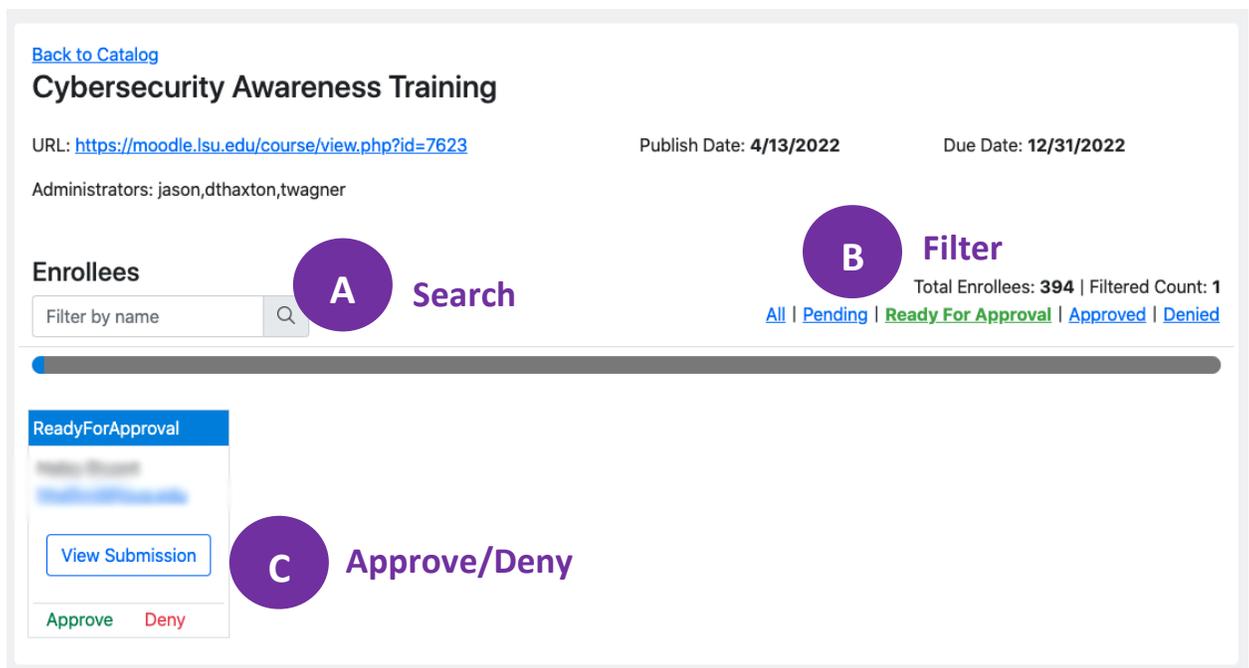
1. Login to [myLSUA](#) and locate the *Mandatory Training Approvals* box on the right-hand side. Click **Review Now**.



2. On the next page, hover your mouse over a training option and select **Click for Details** to review submission details.



3. On the *Training Details* page, you have several options.
  - A. **Search** for an employee by name.
  - B. **Filter** the employee list by Pending (Not Submitted Yet), Ready for Approval, Approved, and Denied.
  - C. **Approve/Deny** and View an employee's submission.



The screenshot shows the "Cybersecurity Awareness Training" details page. At the top left is a "Back to Catalog" link. The title "Cybersecurity Awareness Training" is prominently displayed. Below the title, the URL is "https://moodle.lsu.edu/course/view.php?id=7623", the publish date is "4/13/2022", and the due date is "12/31/2022". Administrators listed are "jason,dthaxton,twagner".

Under the "Enrollees" section, there is a search bar with a magnifying glass icon and a purple circle labeled "A" next to the word "Search". To the right, there is a purple circle labeled "B" next to the word "Filter". Below the filter, it says "Total Enrollees: 394 | Filtered Count: 1" and lists filter options: "All | Pending | Ready For Approval | Approved | Denied".

At the bottom, there is a "ReadyForApproval" section with a "View Submission" button and a purple circle labeled "C" next to the text "Approve/Deny". Below this are "Approve" and "Deny" buttons.