Manager Area – My Team

iLearn provides managers with tools to know what training your staff has taken, and also upcoming trainings that they will need to take. Look for **My Team** in the top menu.

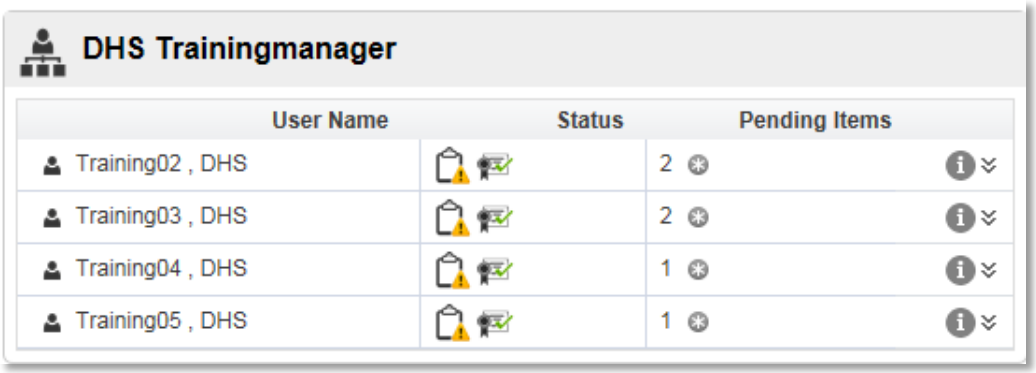
Access to My Team is automatic when a user assigns you as their manager. If you don't see this menu, advise your team to update their manager in *My Profile.*

TIP: Advise your staff of how your name is listed in iLearn so they can search for you.

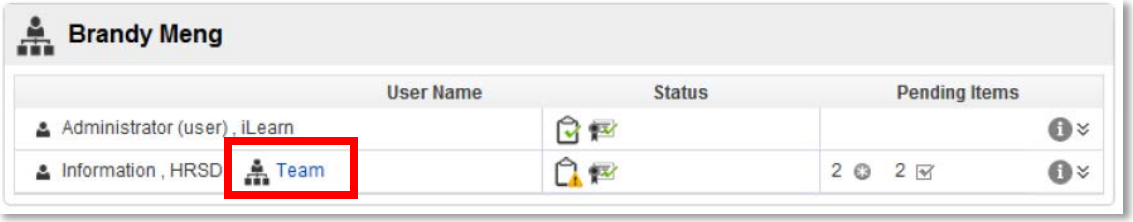
1. After you login to iLearn, click on **My Team**.

2. Users who have selected you as their manager are listed here.

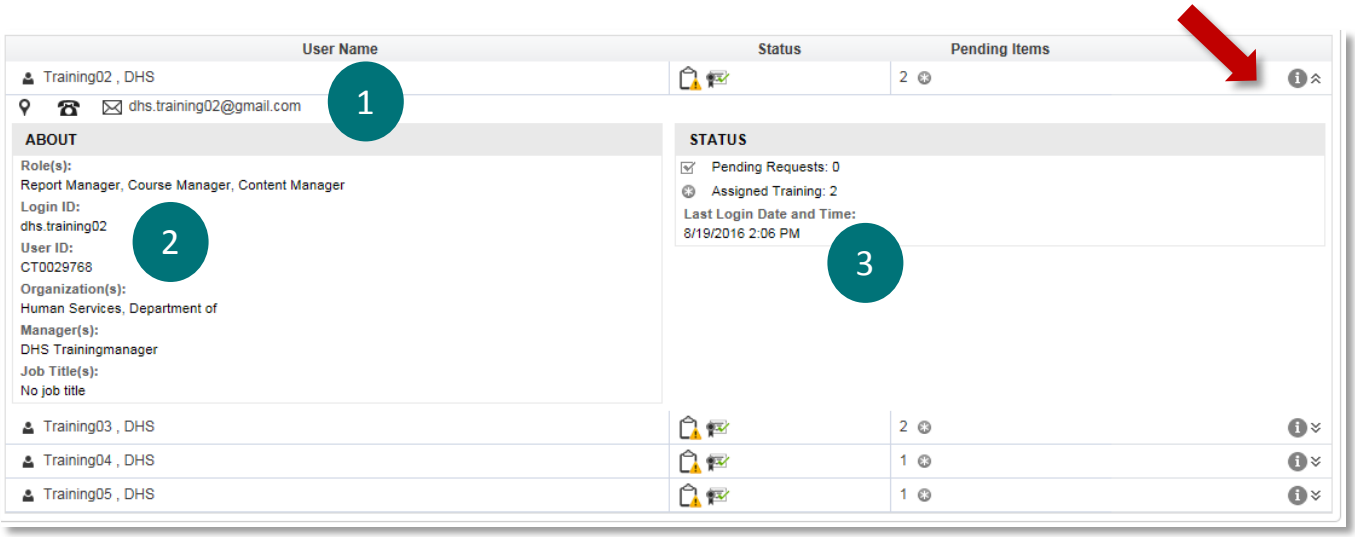
Is anyone missing? Advise them to add you as their manager!



3. If you manage other managers, you'll see the employees they manage listed as **Team**. Click the blue **Team** to expand.



Expand each user to see additional information.



1. **Staff email address** – Ensure your staff have an email address in their profile. They also need to turn on messages in *My Account*.

2. **Staff Login ID** –If your staff forgets their login credentials, they can contact the Service Desk.

   TIP: Advise staff to complete security questions so they can receive a temporary password in the event they forget theirs.

3. **Last login date and time**

Staff who no longer report to you

- If staff listed in **My Team** no longer report to you, please advise them to update their iLearn account under *My Account*.
- If they left state service, please email dhs.training@state.or.us

More instructions are coming soon! Stay tuned for information on reviewing historical transcripts and upcoming learning in November