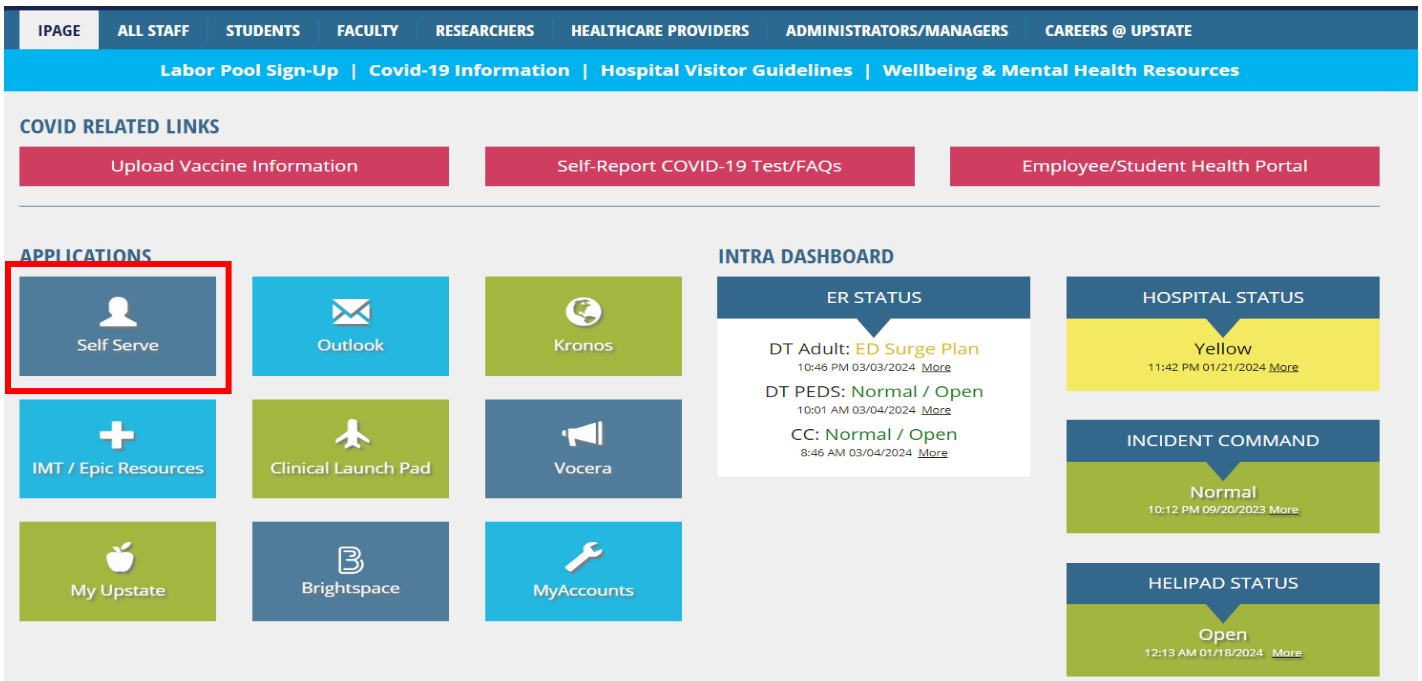
Training Tracker Entry Instructions

STEP 1:

Go to Upstate Ipage

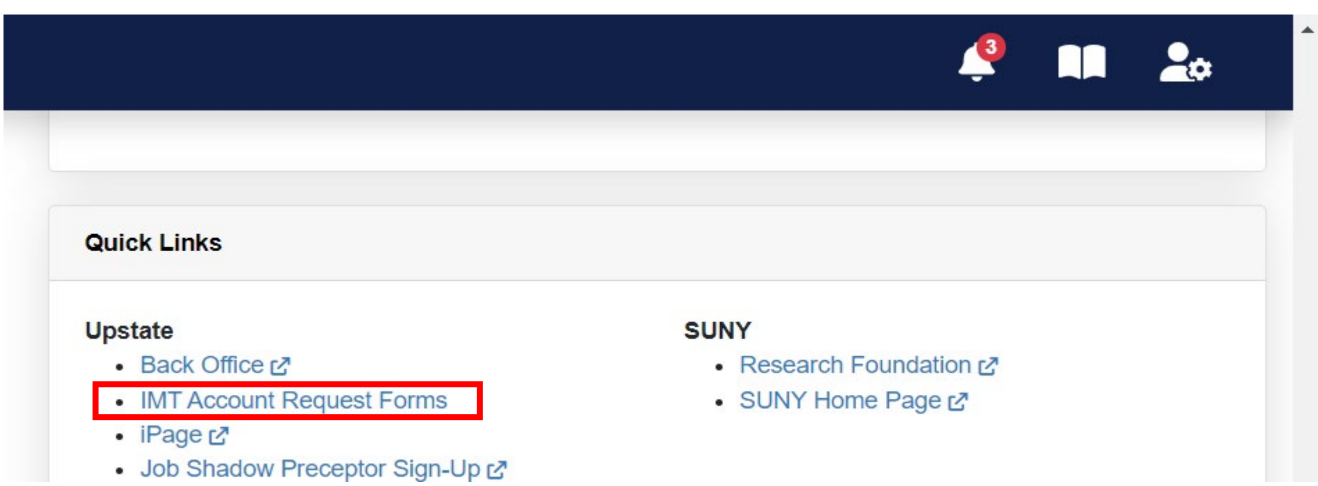
STEP 2:

Click on Self-Serve



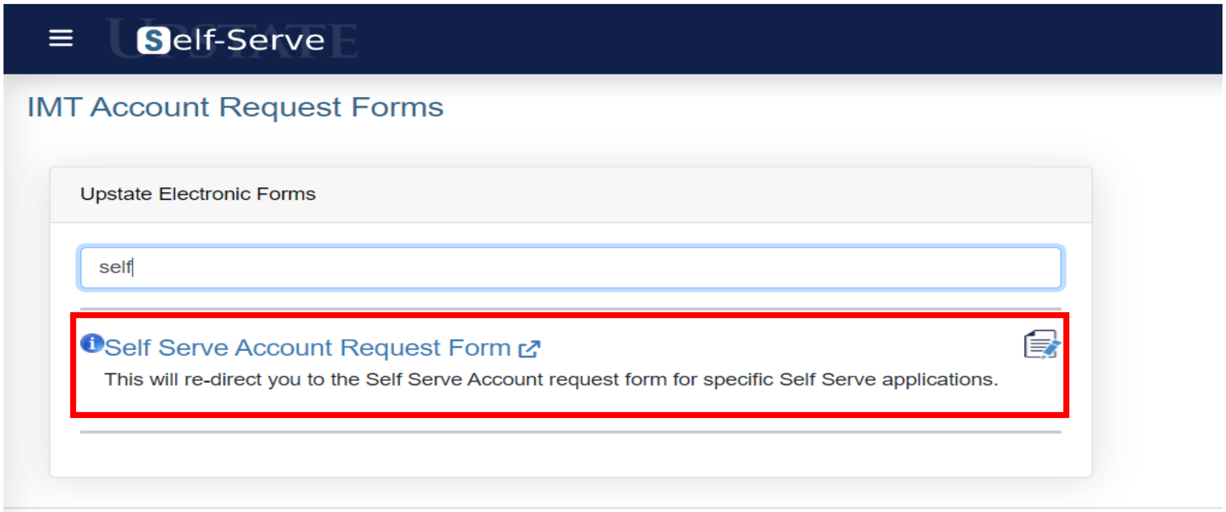
STEP 3:

Login, go to Quick Links, and click on IMT Account Request Forms



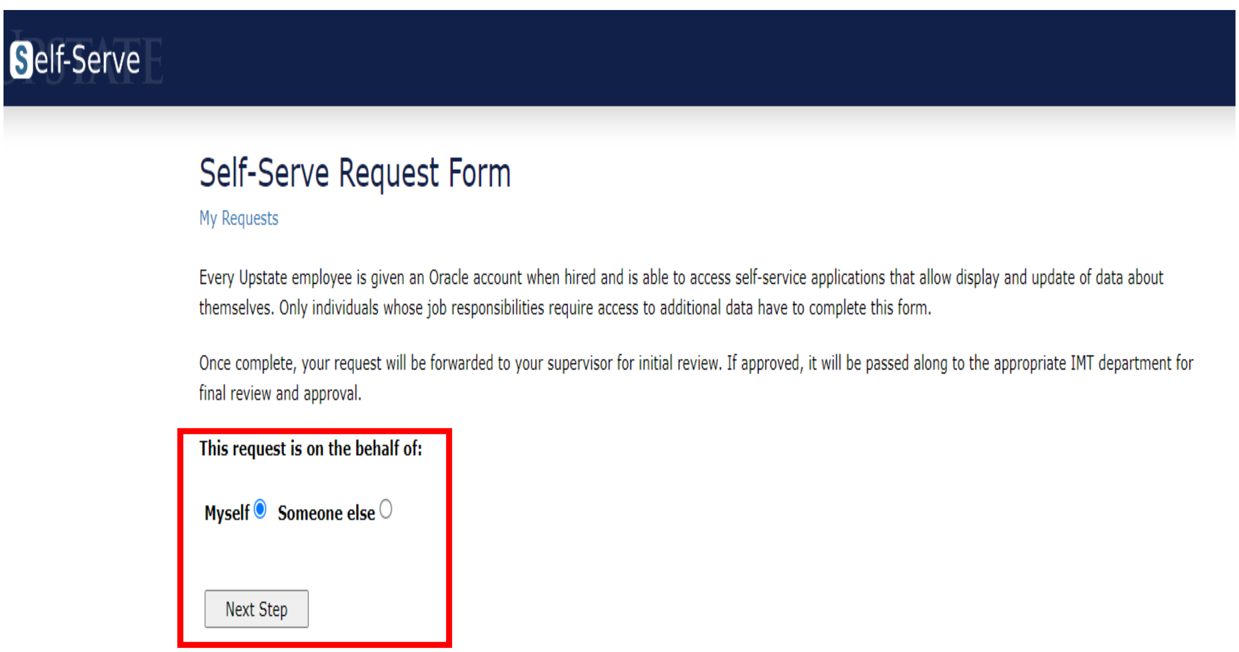
STEP 4:

Filter search for the “Self-Serve Account Request Form” and select hyperlink.



STEP 5:

Select “Myself” or “Someone else” if you are submitting the form on behalf of another individual, then select “Next step”.



STEP 6:

Verify information, select "Next".


Self-Serve

Self-Serve Request Form

My Requests

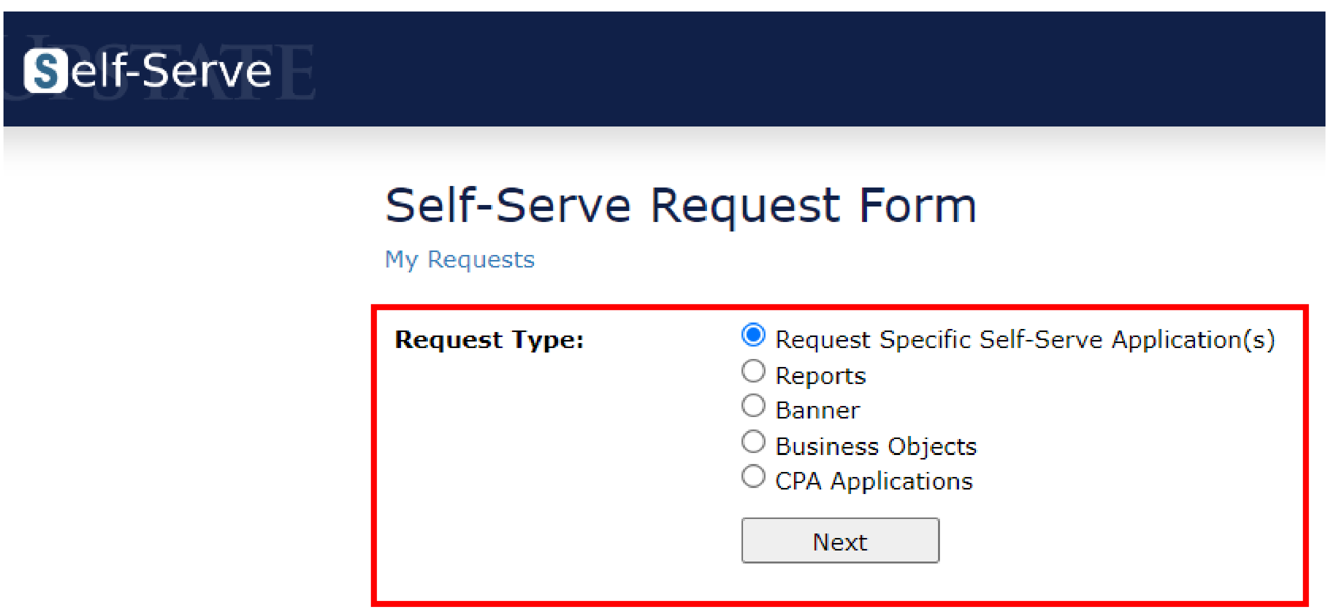
Please verify that this is who the request is for:

Names:	Naquia [redacted]
ID#:	[redacted]
Phone:	315-492-[redacted]
Department:	Clinical Nurse Education
Email:	[redacted]@upstate.edu
Supervisor:	Sara [redacted]

Start Over | Next

STEP 7:

Select "Request Specific Self-Serve Application(s)" and select "Next" to continue.


Self-Serve

Self-Serve Request Form

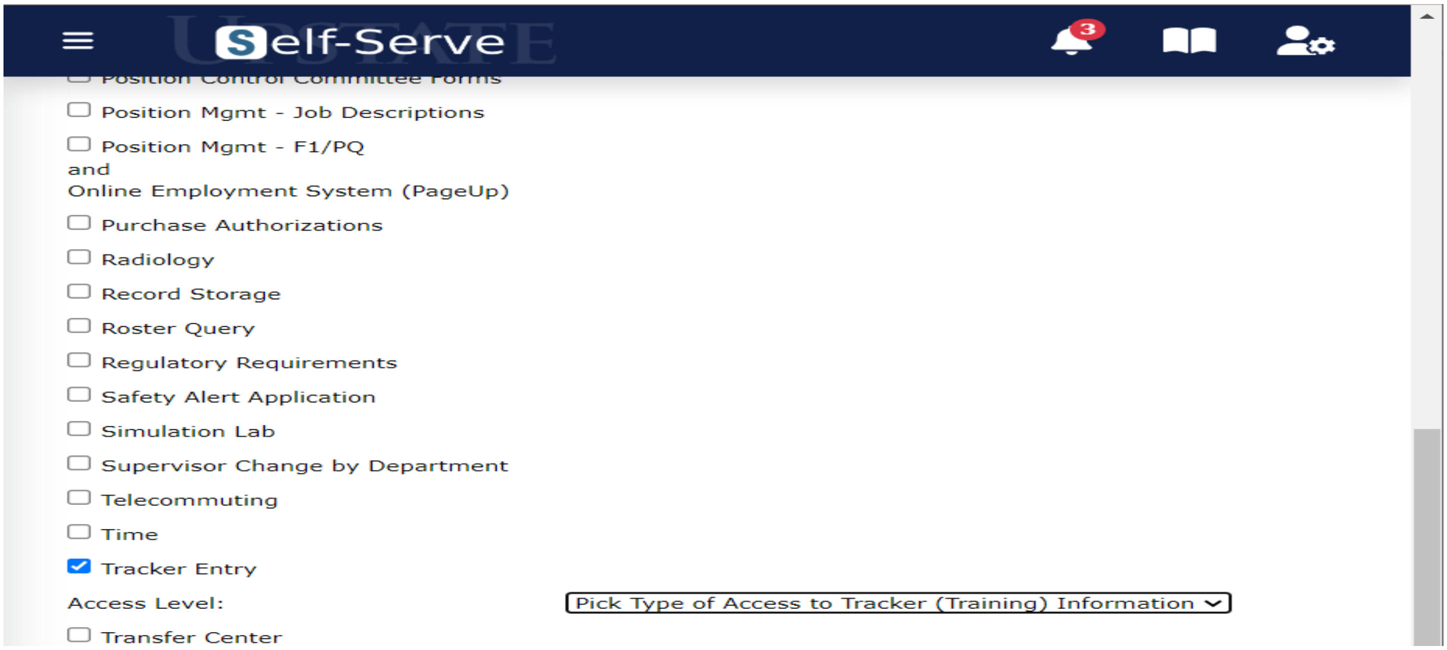
My Requests

Request Type:
- (selected) Request Specific Self-Serve Application(s)
- Reports
- Banner
- Business Objects
- CPA Applications

Next

STEP 8:

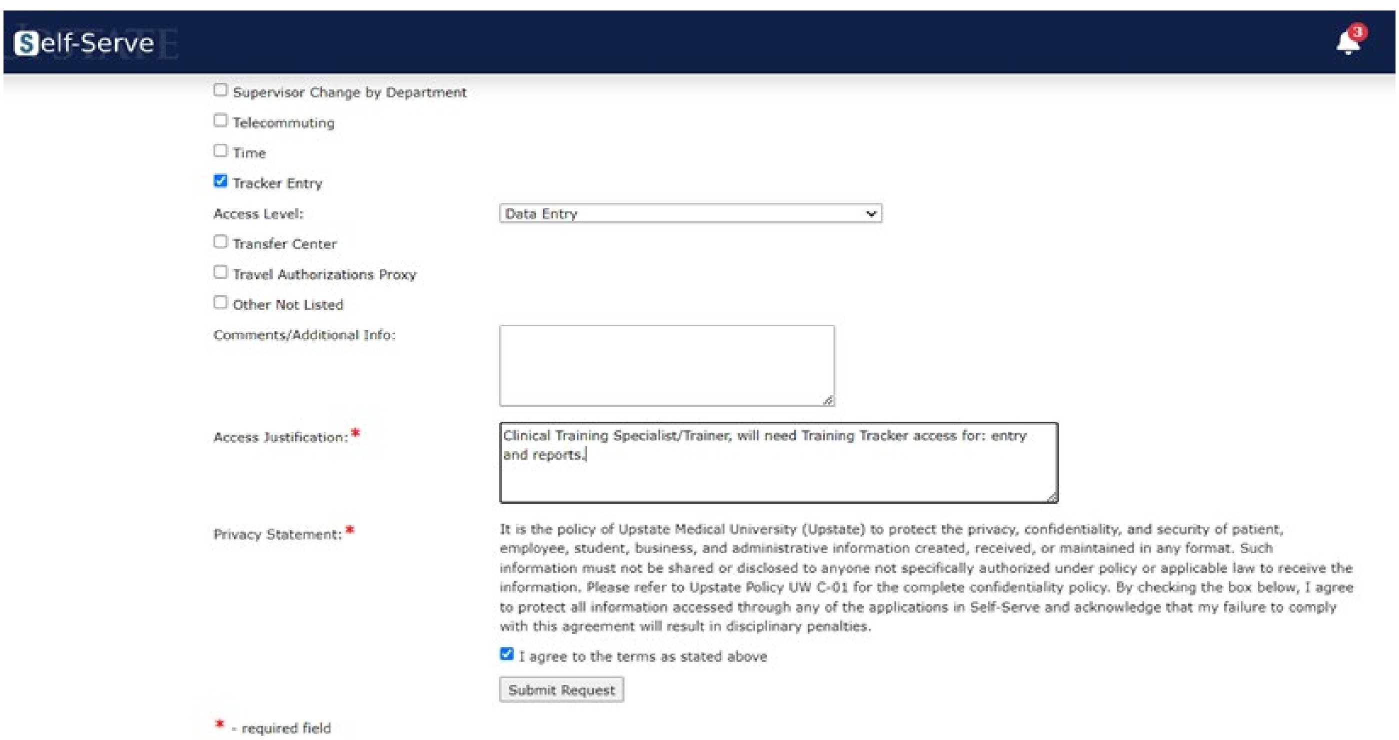
Scroll to bottom of list- Tracker Entry



STEP 9:

Include "Data Entry" Access level, complete all required fields, and submit request.

CTS/Trainer Access Justification example



Super User Mandatory Skills Access Justification example

- [ ] Supervisor Change by Department
- [ ] Telecommuting
- [ ] Time
- [x] Tracker Entry

Access Level: Data Entry

- [ ] Transfer Center
- [ ] Travel Authorizations Proxy
- [ ] Other Not Listed

Comments/Additional Info:

Access Justification:* Super User for Mandatory Skills, will need Training Tracker entry access