UTHSC Information Security Training Results Reporting Manual

1) Go to www.uthsc.edu
2) Click iLogin at the top tab of the UTHSC homepage.

3) Login to iLogin by inputting your NetID and Password.
4) Click Administration, expanding the administration tab.
5) Expand UTHSC Information Security Training Reports and click UTHSC Information Security Training Reports.
6) You can search for training results by **Department for Employees or College for Students**, **Query by Name**, **Faculty/Staff**, or **Faculty/Staff by Area**.

**NOTE:**
Data is downloaded from IRIS at 7 AM daily. Changes made in IRIS today will show up here tomorrow.

**UTHSC Information Security Training Reports**
- Run Report
- Year: 2015
- Select Dept for Employees or College for Students
- Status: ALL, COMPLETE, INCOMPLETE

no data found
7) To view the training results of **Employees or Students by Department or College**, you may select the year to pull that year’s training results. Then, select the Department or College. Select the **status** of the results of which you would like to view. Finally, click **Run Report**.

![Image of UTHSC Information Security Training Reports]

**NOTE:**
Data is downloaded from IRIS at 7 AM daily. Changes made in IRIS today will show up here tomorrow.

![Image of UTHSC Information Security Training Reports with status selection]

- **Run Report**
- **Year**: 2015
- **Select Dept for Employees or College for Students**: 2016
- **Status**: ALL, COMPLETE, INCOMPLETE

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![Image of UTHSC Information Security Training Reports with dept and status selection]

- **Run Report**
- **Year**: 2015
- **Select Dept for Employees or College for Students**: ITS SECURITY
- **Status**: ITS TELEPHONE SERV, ITS WEB SERVICES, LAB ANIMAL CARE UNIT, LIBRARY, MAIL SERVICES, MECHANICAL SERVICES, MEDICAL EDUCATION, MEDICAL LIBRARY, MEDICINE-CARDIOLOGY, MEDICINE-ENDOCRINOLOGY, MEDICINE-GASTROENTERAL, MEDICINE-GENEL INTMED, MEDICINE-HEMATOLOGY, MEDICINE-INFECT DIS, MEDICINE-INTERNL MED, MEDICINE-NERHROLOGY, MEDICINE-PULMONARY

no data found
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UTHSC Information Security Training Reports

Run Report

Year 2015

Select Dept for Employees or College for Students: ITS SECURITY

Status: ALL COMPLETE INCOMPLETE

no data found
8) The results will show the individuals in your department or college. The further right columns will show the P for passed, F for failed OR INCOMPLETE next to each module. (Tip: To quickly find your name click internet browser control/file tab and select “Find”. Insert your last or first name. The highlighted findings should lead you quickly to your results.) You can also export the results to excel.
9) To pull reports using Query by Name, click Query by Name.

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10) Select the year and enter the FIRST and LAST NAME of the individual. Select status. Click Run Report.

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11) If you would like to view all Faculty and Staff members who have completed and/or not completed their training, select Faculty/Staff located in the top tab section.
12) Select the year and you will be able to view ALL UTHSC staff and faculty members’ training results. (Tip: To quickly find your name click internet browser control/file tab and select “Find”. Insert your last or first name. The highlighted findings should lead you quickly to your results.)
To view Faculty and Staff by Area, click Faculty/Staff by Area.
14) The Select List will submit the page once it is chosen. When you first went into the page, it was probably already defaulted to 2014. You have to “choose” a year in order for the page to re-submit.
15) Please make sure to logout when you are finished pulling reports.

If you have any questions or concerns please contact the UTHSC Help Desk at (901) 448-2222 ext. 1 or helpdesk@uthsc.edu or the UTHSC Information Security Team at (901) 448-1579 or itsecurity@uthsc.edu.