

How to View Completed & Pending Learning

Access EDGE

- 1. Go to: http://arizona.sabacloud.com/
- 2. Login with your UArizona NetID and password.

Find Your Learning

1. Open the hamburger navigation icon next to the University of Arizona logo in the upper left of the home screen. Select **Me.**



2. The learning you have in progress, and any courses you have selected for your future learning plan, automatically appear on the page.

Learning & Certifications Pending action Completed	CITI Health Information Privacy and Security (HIPS) In Progress No due date VIEW DETAILS
Go to plan	Export Compliance for Researchers Part I Pending Registration No due date VIEW DETAILS
	Information Security Incident Response Training In Progress No due date LAUNCH

 Select Go to Plan to open a set of filters. You can view learning by Type (course, curriculum, etc.), Due Date, and Status. If you wish to view your completed learning, check Completed under Status.

Learning & Certifications	▼ Filters ∧		
TYPE	STATUS	SOURCE	DUE DATE ON OR AFTER
All ~	n Progress, Pending action 🗸	×	
DUE DATE ON OR BEFORE	In Progress		
	Completed		
	Pending action		

4. Select the **Apply Filters** button to the right.

CLEAR FILTERS	APPLY FILTERS
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- Completed courses are marked with a green oval reading Acquired or Successful. You can select the Print Certificate button on the far right to make a paper copy for your records. To download a PDF copy, open the drop-down menu next to the button and select Export Certificate.
- The drop-down menu also has options to View details of the course or Delete it from your plan.

ACQUIRED On:06-AUG-2021	PRINT	INT CERTIFIC	
		View details	
SUCCESSFUL On:12-JUL-2016	PRINT	Export Certificate	