HOW TO ACCESS EDGE AND VIEW YOUR TEAM

ACCESSING EDGE

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

VIEWING YOUR TEAM

1. Select the navigation button, Select **My Team** Select **My Team**
2. A list of your direct reports will appear
3. An overview of your teams’ learning information will generate.
   - If they are up-to-date with everything a green checkmark will be present.
   - If one of your team members has any outstanding or overdue items, a red exclamation mark will appear with a note that reads, “Requires your attention”.

4. To view a direct report’s training statuses, select **Go to** under their name
   - To view in progress training, select **Plan**
   - To view completed training, select **Completed Learning**
   - To view certifications, select **Certifications**
     - Select **In Progress or Completed** to generate Certificates available
       - In Progress
       - Completed

OR you can view all of these aspects by selecting **Employee Name**

- Select Filters **Learning & Certifications**
- Use filter functions to view certificates, courses, etc.
HOW TO ASSIGN TRAININGS AND CHECKLISTS

ASSIGNING TRAINING
1. Navigate to My Team
2. Select Assign Learning under Team Actions on the right
3. Select Add to Plan
4. Enter a keyword, course, or certificate name into the search field at the top of the page
5. Select Date under Due Date
6. Select Add
7. Scroll down to Add Person section
8. Select Add to select team member(s) or check select all
9. Scroll down and select Add To Plan
10. Confirmation will display and an email is sent to the learner
11. Select OK

ASSIGNING CHECKLISTS
1. Navigate to My Team
2. Select Assign Checklist under Team Actions on the right
3. Select Checklist
4. Select Save and Next
5. Team members will display, select X for users you don’t want to assign
6. Select Assign
7. Confirmation will display and an email is sent to the learner
8. Select Close

HOW TO VIEW DASHBOARD

VIEW TEAM DASHBOARD
1. Once in My Team, select Dashboard icon on left hand side
2. Select Manager Dashboard
3. Select Dashboard dropdowns for viewing options