



Employee Self-Service – My Training Summary

HR Direct keeps a record of training which you have attended while employed at the university. To access your training summary, follow the steps below.

Step 1 - Navigate to [UMass Boston HR Direct](#).

Step 2 - Select the "**Log in to HR Direct Button**".

Step 3 - Enter your user id and password.

A blue banner with a pattern of rounded squares. The text 'HR Direct' is written in a large, white, serif font across the center.

HR Direct

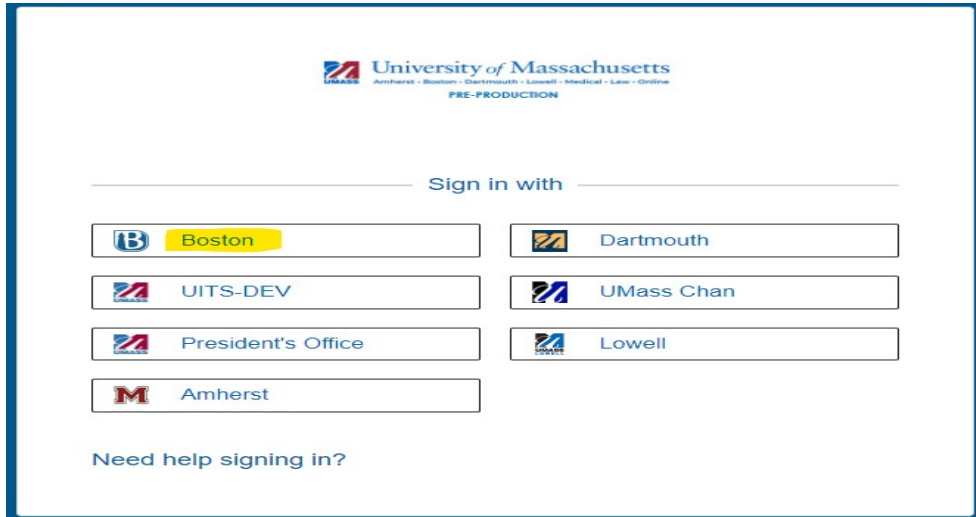
One-Stop Shop for Personal Information

Access your paycheck, tax forms, time entry and more.

[Login to HR Direct](#)

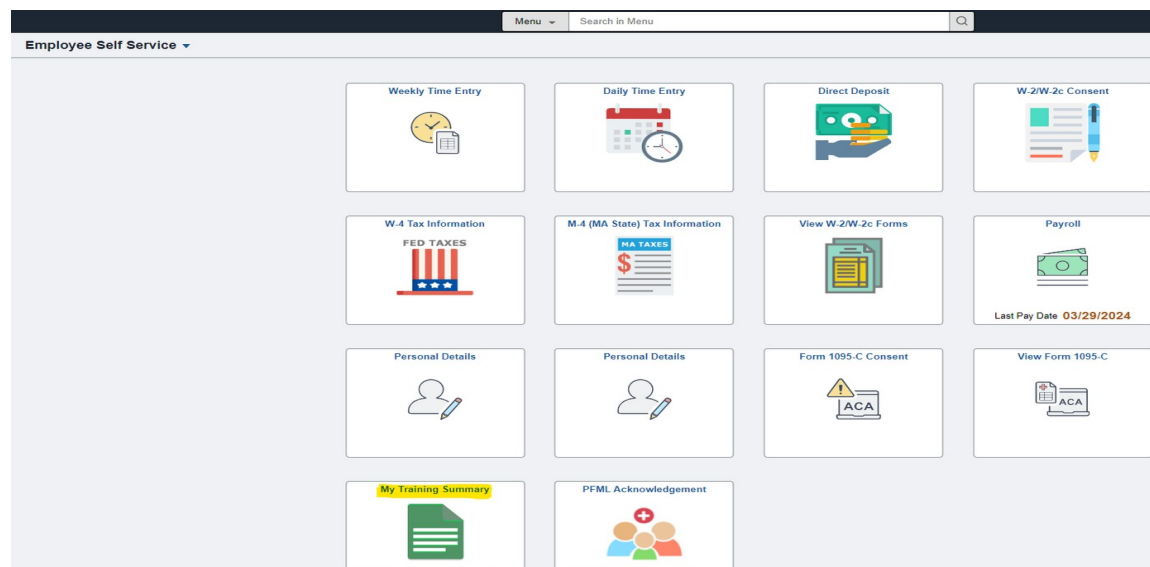


Step 4 - When prompted to sign in to a campus, select "**Boston**".



Step 5 - You should now see the Employee Self-Service Screen. If you do not, select Employee Self-Service from the drop down on the top left.

Step 6 - Select the "My Training Summary" tile.





Step 7 - In the Training Summary screen, you will be provided with a list of your Internal Training (with Course Start Date, Course End Date, and Status) as well as any Other Professional Training (with Course Start Date, Course End Date, Status, and Facility or School Names).

Employee Self Service Training Summary

Training Summary

Select the Internal Training Course Name to view Details.

Internal Training

Course Name	Course Start Date	Course End Date	Status
[Redacted]	02/03/2024	02/03/2024	Completed
[Redacted]	04/15/2023	04/15/2023	Completed
[Redacted]	02/06/2023	02/06/2023	Completed

Other Professional Training

Course Name	Course Start Date	Course End Date	Status	Facility/School