## Accessing a Booked MyTrack Learning Opportunity

A MyTrack Learning Administrator can book a learning opportunity for a specific user. The specific user can then access the booked opportunity using either a link provided in the email invitation or through their MyTrack development library.

## **Accessing with a Link**

Please note: If a learning opportunity is set up as "Administrator managed" and the notification button is selected when the administrator books the learning opportunity, the user will receive the automated email notification from MyTrack. However, the link will not include the "Learn now" button in step 3 that launches the course. The user must instead access the course following the instructions in the Accessing Through a Development Plan section.

1. Click on the link provided in the email.



- 2. When prompted, enter your Duck ID.
- 3. Click the "Learn now" button.





4. You may complete the optional fields or leave them blank. Click "Start" to launch the course.

Research Security Training 2025: Required for PIs, Co-PIs, and Senior/Key Personnel Do you have anything to add before you start?		
Required Information	Please provide all required information listed in the learning activity description.	
Desired outcomes	What outcomes do you hope to achieve as a result of completing this learning activity ?	
Mandatory learning activity		
Intended completion date	dd MMM yyyy	
Supporting documents	Upload document	
	Start Cancel	

## **Accessing Through a Development Plan**

- 1. Open a web browser and navigate to <u>https://uomytrack.pageuppeople.com/</u>.
- 2. When prompted, enter your Duck ID.
- 3. In the gray menu at the top, select "About me" and then "Development plan."



MyTrack Engager	ment. Experience. Excellence	e.
🐔 About me 👻 My team 🗸 My comm	unity 🗸 Reports 🗸 🗢 Create	Mandy ~ 🕄
Wel Tasks	ed in	
A My Development	-	
My Mandatory Activities	×	
No data to display		
My Development Activities	v	
Course name	STATUS	
Financial Conflict of Interest in Research Policy Overview	In progress	
Conflict of Interest, Conflict of Commitment, and Outside Activities Policy	In progress	
Foreign Travel Security Training Required for Pls, Co-Pls, and Senior/Key Personnel	In progress	
Delegated Contracting Authority for Campus Executives	Booked	
Learning Management		

4. In the section heading for "booked," select the course to expand the menu. Then, click the "Learn now" button. The course will be displayed in a new window.

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Faraign Travel Security Training Dequired for Dis. Co. Dis. and Senior/Kay Descended			
	Foreign Travel Security Training Required for PIS, Co-PIS, and Senior/Rey Personnel		
	伯 Type: eLearning - UO Specific		
	Federal funders require Foreign Travel Security Training for principal investigators (PIs), Co-PIs, senior/key personnel, and those identified in a fu announcement who engage in work- or research-related foreign travel. This training will take approximately one hour to complete and is valid for		
	Intended completion date:		
	Actual completion date:		
	Due date:		
	Required Information:		
	Desired outcomes:		
	Score:		
	Time:		
	Status:	Unknown	
	Document:		
		Learn now	

