

# Employee Guide to Hero

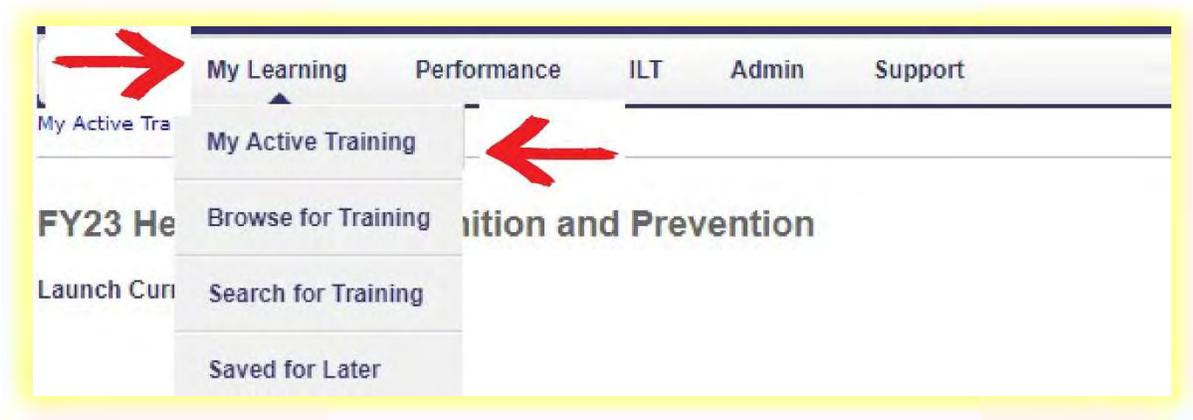
## How to view who input & completed your training:

### Step 1:

Log into Hero

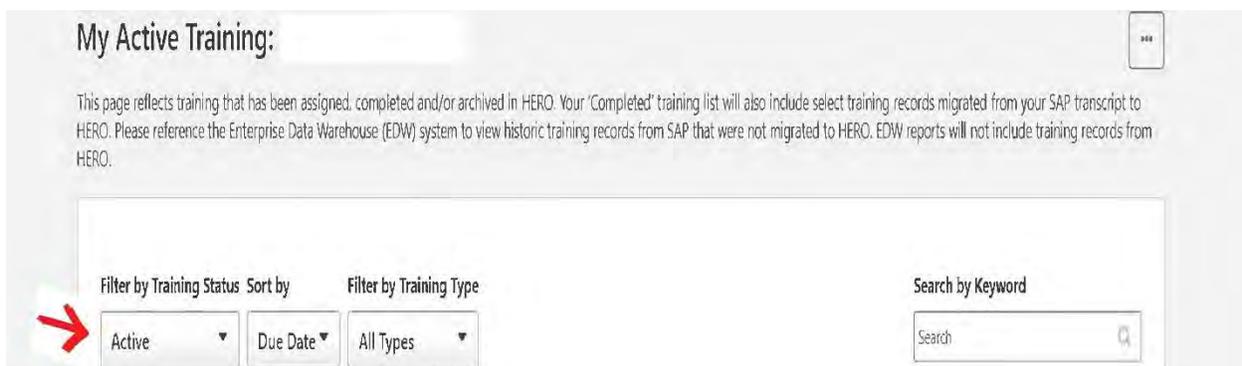
### Step 2:

Go to “My Learning” and click “My Active Training.”



### Step 3:

Click Active & switch to Completed under “Filter by Training Status.”



## Step 4:

Select the drop-down menu for the training you would like to verify and click “View Training Details.”

Filter by Training Status: Completed | Sort by: Completion Date | Filter by Training Type: All Types | Search by Keyword: Search

Search Results (82)

- FY23 Privacy Act Compliance for Bargaining Unit Employees**  
Completed : 4/26/2023 | Status : Completed | Training Type : Online Class | View Completio...
- FY23 HIPP Safety Talk 2068**  
Completed : 3/16/2023 | Status : Completed | Training Type : Material | View Completio...
- FY23 Heat Stress Recognition and Prevention**  
Completed : 3/16/2023 | Status : Completed | Training Type : Curriculum | View Completio... (Selected)
- FY23 Heat Stress Recognition and Prevention**  
Completed : 3/13/2023 | Status : Completed | Training Type : Online Class

View Completion Page  
View Certificate  
Open Curriculum  
View Training Details  
Move to Archived Transcript

## Step 5:

Click the drop-down arrow.

Objectives: Upon completion of this course, participants will be able to recognize the signs and symptoms of heat stress, first-aid treatments of heat-related illnesses, and preventive measures for minimizing heat stress.  
Target Audience: All employees excluding CI/G, BOG, PRC, PCES-2 and PM/G  
Course Contact Info:  
USPS Course Code:

### Curriculum

Select A Training View:  All Training  Activated Training  Not Activated Training  Check to sort by due date (uncheck box to return to default view) Hide Expired Training

TITLE (CLICK ON ▼ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXCUSED	STATUS	OPTIONS	DETAILS
<b>Optional Job Aids (Min. required: 0)</b>	Section					None
▼ FY23 Heat Illness Prevention Program	PDF Document	None	No	Not Activated	Activate	None
▼ Navigating the Heat Illness Curriculum SWI	PDF Document	None	No	Not Activated	Activate	None
<b>Required Training (Min. required: 2)</b>	Section					None
▼ FY23 Heat Stress Recognition and Prevention	Online Class	None	No	Completed	Launch	None
▼ FY23 HIPP Safety Talk 2068	PDF Document	None	No	Completed	Launch	None

### Assignment and Version History

### Transcript History

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## Step 6:

Verify who input& completed your training.



The screenshot displays a user interface with two main sections: 'Assignment and Version' and 'Transcript History'. A red arrow points to the 'Transcript History' section. Below this section, a list of events is shown, including completion, registration, and updates. At the bottom left, there is a '« Back' button.

Assignment and Version

Transcript History

Completed by Jack Fraud (12121213) on 3/16/2023 10:30:00 AM  
Registered by Learning Assignment Tool (265269) on 11/16/2022 3:46:36 PM Comments: Upgrade Register  
Upgraded to Version 5.0 by Learning Assignment Tool (265269) on 11/18/2022 3:48:35 PM Comments: Changed provider for safety talk  
Registered by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM  
Approved by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM  
Assigned by Learning Assignment Tool (265269) on 11/11/2022 1:32:06 PM Comments: Initial Request

Time Zone: (UTC-06:00) Central Time (US & Canada)

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