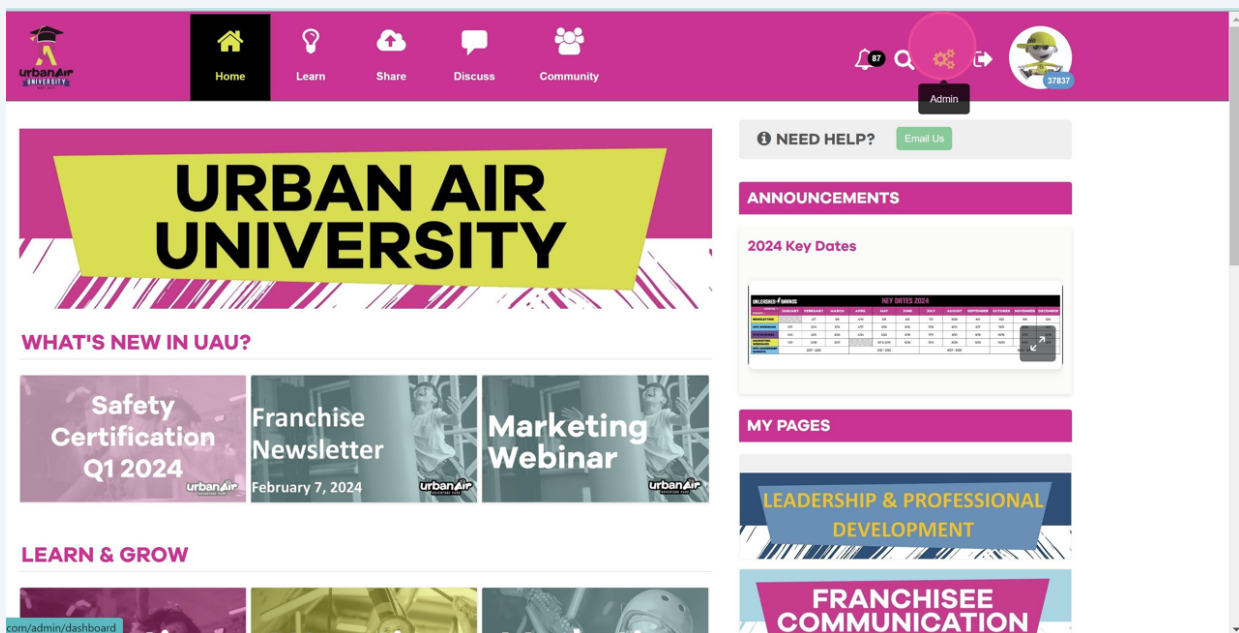


How to Confirm UAU Training Module Completion.

This guide provides step-by-step instructions on how to confirm completion of the UAU training module. By following these steps, administrators can easily verify if team members have completed the required modules and obtained the necessary certificates. This guide offers a simple and efficient method for tracking training progress and ensuring compliance.

1 Navigate to [Urban Air University](#) (UAU)

2 Click on the Gears symbol in the upper right corner to access the Administrator Page.



3 Click "Users"

The screenshot shows the UrbanAir dashboard with the 'Users' tab selected in the navigation menu. The dashboard features several widgets: 'Module Completions' with filters for 'Week', 'Month', 'Year', and 'All Audience'; a central widget displaying '40 users online'; a 'Reports' widget with the message 'You have no saved reports.'; and an 'Enrollments' widget with sub-tabs for 'Users' and 'Enrollments'. The footer includes the Intertek Wisetail logo, copyright information for 2017-2024, and links to 'Privacy Policy', 'General Data Processing Agreement', 'Knowledge Base', and 'Help Desk'.

4 From here you can use the "Search Users" bar to find the Team Member by name.

The screenshot shows the 'Users' page in the UrbanAir dashboard. It displays a list of team members with their names, status (Active), last updated dates, and points. A search bar labeled 'Search Users' is highlighted with a pink circle. An 'Advanced Filter' sidebar is visible on the right, showing options for 'Status' (Active and Inactive) and 'Sorted By' (Points: highest to lowest, Points: lowest to highest, A-Z (First Name), and Z-A (First Name)).

Name	Status	Last Updated	Points
Jeni Renzulli	Active	Feb 16, 2024	37837
Abigail Cox	Active	Nov 25, 2023	33587
Robert Garic	Active	Jan 30, 2024	31660
Angelo Castells	Active	Feb 8, 2024	31102

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Once you have found the Team Member, click on their name.

The screenshot shows the UrbanAir web application interface. At the top left is the UrbanAir logo. Below it is a navigation menu with four items: Dashboard, Content, Users, and Reports. The 'Users' item is selected and underlined. Below the navigation menu is a dark grey button labeled 'Users'. The main content area displays a list of three team members, each with a profile icon, name, status, and last updated date.

Profile Icon	Name	Status	Last Updated
	Jeni Renzulli	Active	Feb 16, 2024
	Abigail Cox	Active	Nov 25, 2023
	Robert Garic	Active	Jan 30, 2024

6

In their profile, scroll down to the bottom of the page. "Merits" will show all completed certificates. Team Members need to have 3:

Court Monitor: Harnessing

Court Monitor Certification

Team Member Training

These 3 certificates indicate that the Team Member has completed all required modules.

5

rtifications Badges

Manager Training Certification Received: April 09, 2023 Module Completion: Manager Training	View
Court Monitor: Harnessing Certification Received: April 02, 2023 Module Completion: The 5-point Harness	View
Team Member Training Certification Received: July 16, 2022 Module Completion: Team Member Training	View
Court Monitor Certification Received: July 13, 2022 Module Completion: Court Monitor: No Harness	View



You can also view exactly which modules the Team Member has completed in the "Modules Completed" section above "Merits."