Accessing Owl Express to Check your Training Progress

This quick guide will show employees how to check the completion status of their required annual trainings.

Access Owl Express

The following will explain how to access Owl Express:

2. The Login page will appear. Enter your NetId and password (See Figure 1).
3. Click Login (See Figure 1).
4. You will be logged in to Owl Express.

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Figure 1 - Login to Owl Express

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Figure 2 - Owl Express Main Menu
Checking the Status of your Required Trainings

You can check the Training Dashboard to determine which of your required trainings are nearing expiration.

To check on the status of your trainings:

1. From the **Main Menu**, click **Employee Services**.

![Employee Services](image1)

   **Figure 3 - Employee Services**

2. The **Employee Services** page will open. Click **Training Dashboard**.

![Employee Services](image2)

   **Figure 4 - Click Training Dashboard**
3. The Training Dashboard will open and display all your required trainings:
   a. **Last completed**: This column will show the date that a training was last completed (See Figure 5).
   b. **Upcoming Due**: Trainings marked with the (◉) symbol have a due date that is upcoming (See Figure 5).
   c. **Overdue**: Trainings marked with the (❌) symbol are overdue and must be completed immediately (See Figure 5).
   d. **Required Employee Trainings**: Lists which trainings are required along with their training frequency (See Figure 5).

   **Note**: It may take between 24-48 hours for recently completed trainings to update in your Training Dashboard.

![Figure 5 - Training Dashboard: Required Employee Training](image-url)