

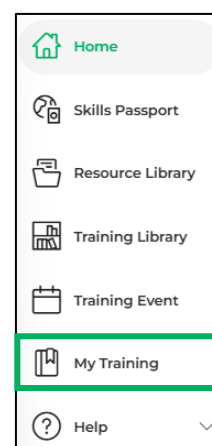
GUIDANCE DOCUMENT: How to access your training record and complete your training.

This guidance document will show you **how to access your training record**. This includes all courses you enrolled into (those in progress plus those completed). It will also show you **how to access a course you have not completed**, so you can finish your training.

If you have any questions, problems or feedback please contact us on educationhelp@nzrugby.co.nz.

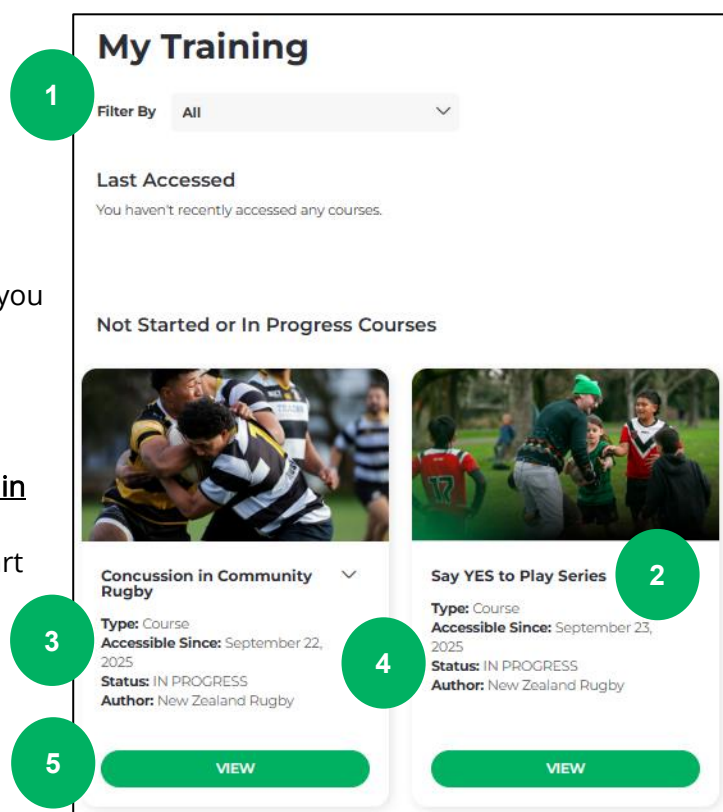
How to access your training record

To access any training that you have enrolled into, has been assigned to you, or that you have completed in LINEBREAK, click on the **"My Training"** menu bar option located on the left-hand side of the screen.



When you enter the **"My Training"** page, you will see the list of training courses you have enrolled in, as well as a few other features. These include:

1. **Filter by:** This function allows you to filter your training by status, including 'All', 'Last Accessed', 'Completed', 'In Progress/Not Started' and 'Expired'.
2. **Course Title:** This is the title of the course you are enrolled into.
3. **Accessible Since:** This is the date you were first assigned the training.
4. **Status:** This outlines the status of your progress and may include not yet started, in progress or complete.
5. **View:** By clicking this, you can view and start your training.



How to complete your training

1. When you enter the course (by clicking **“View”**) you will be taken to the modules included within the course.



2. Click **“Start”** to begin your training, or **“Resume”** if you have already started.

