

# MyCERT Manager

## Reporting Access

My Certifications

Reporting

Certificate ID

Surname

First Name

Date From

Date To

Certificate

**Department**

- Aboriginal Res and Leadership(D0169)
- Aboriginal Studies(D0004)
- Academic Scheduling(D0147)
- Accounting and Corp Governance(D0024)
- ACE-CRC(D0126)
- Admissions(D0145)
- Advancement Office(D0080)
- ...

Add    Clear

**Selected**

-- All Departments --

Select your Org Unit (you may only have access to one) and add from the Department list to Selected box see below.

My Certifications

Reporting

Certificate ID

Surname

First Name

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Certificate

**Department**

- Residential Services(D0152)
- Riawunna(D0138)
- Rural Clinical School(D0044)
- Scholarships Office(D0102)
- Seafaring(D0067)
- Sense-Co Tasmania Pty Ltd(D0128)
- Sense-T(D0090)
- Shared Services(D0175)

Add    Clear



**Selected**

Shared Services(D0175)

The system automatically defaults from 1 Jan 2019 to current date – enter Search – a list of all staff that have completed the MyLO Work Health and Safety Induction and Training 2019 will appear (includes surname and firstname ).

Certificate	Date Downloaded	Department	
Work Health and Safety Induction and Training 2019	5/03/2019 4:05:01 AM	Student Life,Shared Services	Download Certificate
Work Health and Safety Induction and Training 2019	26/02/2019 4:04:33 AM	Shared Services	Download Certificate
Work Health and Safety Induction and Training 2019	9/01/2019 4:04:16 AM	Shared Services	Download Certificate

To access previous year/s (MyLO Inductions should be completed every 3 years) change the Date (example - from to 01-Jan- 18 to 31-Dec-18 and select 2018, see below)

<b>Date From</b>	<input type="text" value="01-Jan-2018"/> 
<b>Date To</b>	<input type="text" value="31-Dec-2018"/> 
	<input type="text" value="2018"/> ▼
<b>Certificate</b>	<input type="text" value="Work Health and Safety - Induction and Trai"/> ▼

In 2018 the Work Health and Safety course was called Work Health and Safety Induction and Training 2018

The same can be repeated above for the previous year e.g. 2017 (anyone who hasn't completed previously to 2017 will need to do the course again).

In 2017 the Work Health and Safety course was called Work Health and Safety – Work Health and Safety Induction for Staff and Students