



Training & Resource Center Instructional Video Transcript

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Welcome to the University of Texas Health Science Center at Houston Training & Resource Center, an online training and communication tool for all employees of the health science center. This instructional video will provide you with an overview of the Training & Resource Center (TRC) pointing out beneficial functions of the site along the way. If you experience problems accessing the video please call the UT Help Desk at 713.500.4848. To access the TRC please open your internet browser and visit <https://MyTRC.uth.tmc.edu>. You will be directed to the following login page.

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To login to the TRC enter your UT User ID and password into the appropriate fields and click LOGIN.

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Once logged in, your My TRC homepage will appear. The My TRC page is a single point of access to your personal training plan and development information. My Training Plan provides a consolidated view of up-to-date training progress for all course types. Current information on classroom course enrollment, self-paced online training, and mandatory or legally required training is visible from the My Training Plan tab. The remaining three tabs on your My TRC page contain information unique to your profile as well.

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By selecting the My Portfolio tab you gain access to your User Profile and your Training Record. Upon your initial login, please check your User Profile for accuracy. If you currently hold any certifications or licensures related to your position you may enter them here. If you see any incorrect information please contact the UT Help Desk. Now select the link for My Training Record.

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My Training Record is your personal training record. It contains a list of courses you have accessed and completed within the TRC, as well as courses previously completed within iAcademy. To view and/ or print a certificate for courses you have completed please visit your My Training Record page and click on the link for Certificate. In addition, supervisors will have access to Training Records for any individual who directly reports to them. If at any time you wish to return to your My TRC homepage or your My Training Record you may do so by selecting the shortcuts from the left tool-bar.

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You will notice that the left and top tool-bars are visible from each page within the TRC. These tool-bars serve as a way to navigate the site and contain links to different buildings and many helpful features. Now select the link for Site Announcements.

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Site Announcements are current bulletins or important communications intended for all users of the TRC. Content or Site Administrators add announcements as a means of making information available to all users of the site at once.

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N/A

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The top tool-bar contains graphic links to functions that are frequently used. You may select Home to return to your My TRC homepage, view the TRC Site Index or select the link for Feedback to send an email directly to the TRC System Administrator.

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N/A

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There is also a drop-down menu on the far right side of the top tool-bar. Simply choose the area of the TRC you would like to access and select Go.

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The TRC contains six buildings, each of which are accessible from the left tool-bar.

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The Administration Building is the location for training related functions that are administrative in nature. Access to different functions within this building depends on the level of access you have been given as a user. As a general user, you have access to the TRC User and Instructor Directories as well as several TRC standard reports. Select the Reports Console function to see a list of reports available to you.

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You may search for reports by category or keyword or leave all fields blank and click submit to see a list of reports available to you. Supervisors will see additional reports here for their employees.

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N/A

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The Career Center provides information and tools that may assist in your career development such as Associations and Organizations and Tutorials pertaining to areas of interest within the UT Health Science Center at Houston.

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The Training Center serves as a base for many different functions. This building hosts the TRC Course Catalog, Notes & Assignments for any classroom courses in which you are enrolled, as well as shortcuts to software and plug-ins available to you. To view a list of courses currently available to you select the Course Catalog function.

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You may choose to search for different courses by Topic or Keyword, or you may leave all fields blank and select search to view all courses.

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When the course list appears, you may view valuable information about courses such as time and date, room locations, and course descriptions by selecting the blue information icon to the left of the course.

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N/A

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From here you will be able to enroll or cancel your enrollment in classroom courses. If the course requires approval or has prerequisites you will see this information in the information box on the right. From the course listing you will also be able to see online self-paced courses. To access an online course click on the course title hyperlink and the course will launch within your internet browser. The TRC automatically saves your progress within online self-paced courses allowing you to pick up where you left off in the event you exit the course before completing it. If the online course requires approval or has prerequisites you will not see a visible hyperlink. Please select the blue information icon to the left of the course title for enrollment information.

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The Library hosts a variety of resource materials for users. FAQs contains a bank of frequently asked questions about the TRC as well as links to in depth TRC user guides and training manuals. By selecting Periodicals, users will see a variety of publications such as the *Health Leader*, News on the Go, and TMC News.

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N/A

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The Media Center serves as a place to conduct and view online audio and video presentations.

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The Teaming Center is a collaboration area for users throughout the university community. It contains Team Rooms, which are areas of the site where users with a common project, interest, or work group can share documents, web sites, Discussion Forums, and presentations. To view a list of current Team Rooms available to you select the Team Room function.

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If the team room is public, available to all TRC users you may select to be a member and contribute to the team. If the team room is moderated or private, select the blue information icon to view information on Team Room access. If you would like to create your own Team Room, select the breadcrumb at the top of the page to return to the Teaming Center.

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Select the Team Room Management Function and you will see a link for *Create New Team Room*.

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N/A

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Select this link for *Create New Team Room* and fill in the appropriate information on the Team Room form.

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N/A

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Although this video has given you an inside look at the TRC and its many different features, there is still more information and more functions available and valuable to you. Please spend some time exploring the different areas within the Training & Resource Center and gain an understanding of the many benefits it has to you and your role here at the UT Health Science Center at Houston. If you wish to logout of the system, select the logout button from the top tool-bar and it will return you to the TRC login page.

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Thank you very much for your time and interest in the Training & Resource Center. Should you have any questions please do not hesitate to contact the UT Help Desk at 713.500.4848 or email the TRC System Administrator at TRCAdmin@uth.tmc.edu.

Thank you.

For questions or concerns about this transcript please contact Megan Williford in the Department of Human Resources, 713.500.3074 or Megan.Williford@uth.tmc.edu.