District Nursing Services

JOB AID: Downloading Training Records from SharePoint

1. **Open link**: https://lausd.sharepoint.com/sites/shhs/nursing/UAPTL
2. **Under "Home"** to locate the specific type of training log you are seeking (*Student Specific Training Log, General Training Log,* or *Supervisor Checklist*):
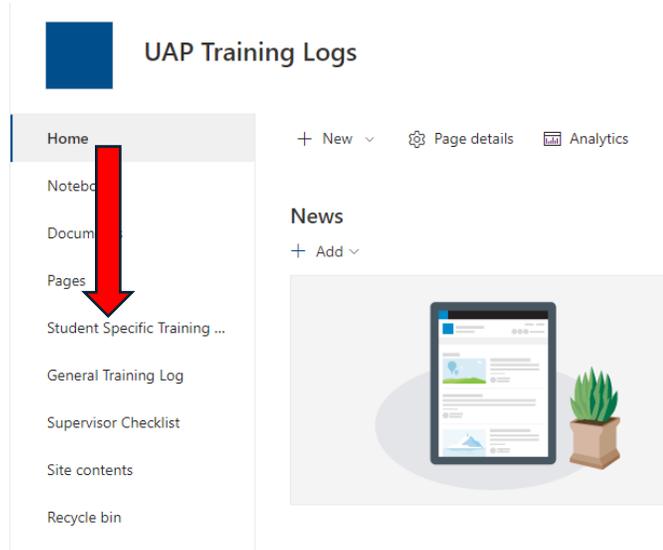
3. **To search for a training log**, type the school's name or School Nurse's name in search bar. ******
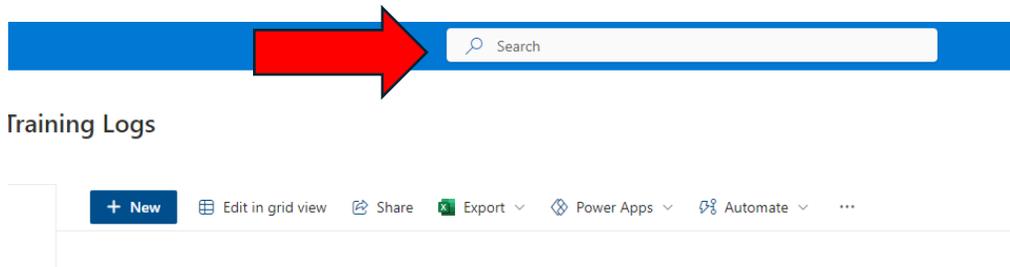
4. **To View/Print/Download the training log**:
   a. Open record by clicking on name under "Name 1" for *Student Specific Training log* or *General Training log*. For *Supervisor Checklist*, click on name under "Responder Name."
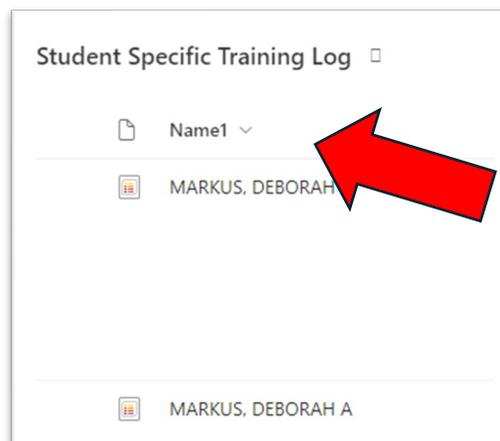
b. Scroll down to the bottom of that popped up screen to find the attached training log.

Enter value here

⊡ Person 3 Trained Emp Position

Enter value here

⊡ Person 4 Trained Emp Position

Enter value here

⊡ Person 5 Trained Emp Position

Enter value here

🔗 Attachments

TRAINING - 33.204 B Student Specific Training_DEBORAH MARKUS.pdf
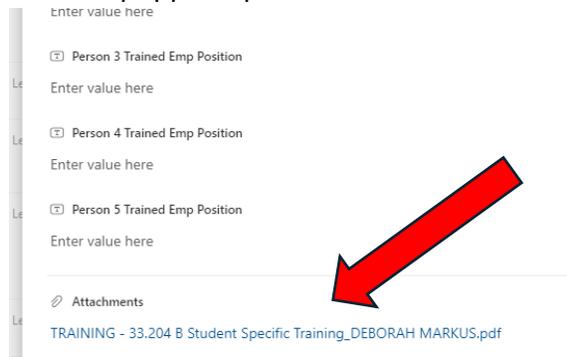
c. Click on the attachment.

CONTACT your Nursing Coordinator:

1. If you are not able to access the training log's link, notify your Region/Program Nursing Administrator.
2. If you made an error in uploading the document.
   i. Provide specific information associated with the uploaded document and the reason the record should be marked as an error.
   ii. Records that are identified as errors will be marked "**is error**" by your Coordinator.

Record Status ∨

OK

Is Error

**Additional Search Terms

Student Specific Training Log	General Training Log	Supervisor Checklist
Trainer name	Trainer name	Trainer name
Trainer employee number	Trainer employee number	Trainer employee number
Region	Region	Region
School	School	School
Student name	Training date	Person supervised
Student ID number	General training topic	Person supervised employee number
Person trained name		Person supervised employee position
Person trained employee number		Date of supervision
Person trained employee position		
Date of training		
Student Specific Training topic		