How to Generate a Query Report
To track completion of Privacy & Information Security Fundamentals Training

1) Login in MSP (Management Systems Portal) at https://msp.ubc.ca with your CWL

2) After you have logged in, click on “reporting”

3) Click on “HRMS Reporting”

4) Click on “Reporting Tools”

5) Click “Query Viewer”
6) Type query number in “Begins With”: 910

HRMS query name: 910_training_snapshot

Course code: PRSECF