



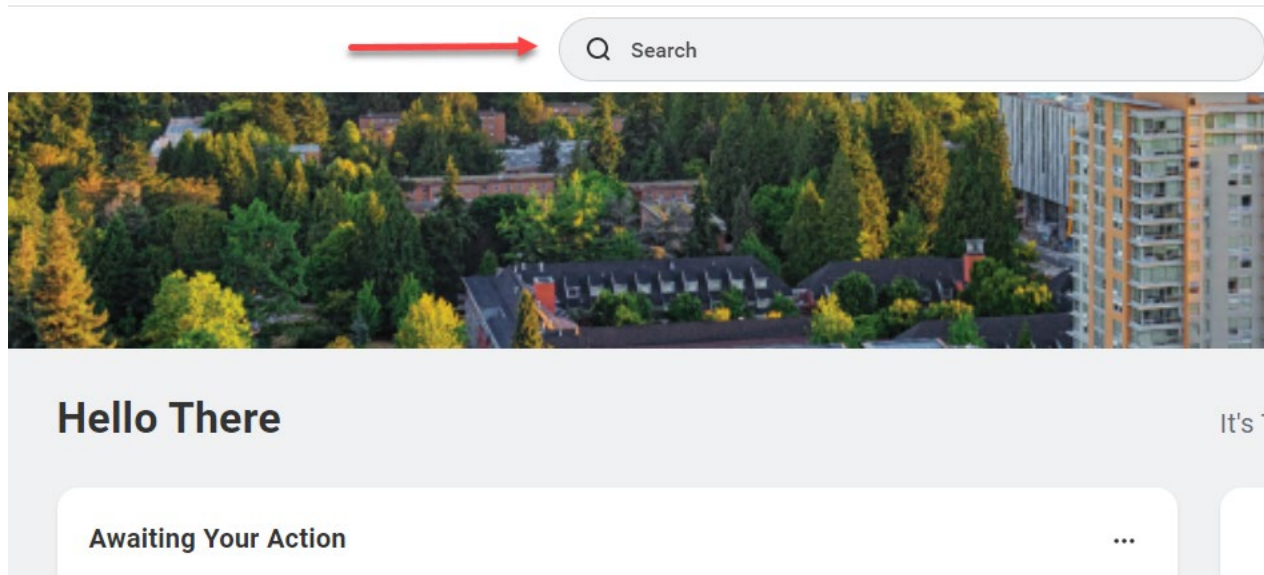
**GENERATING PRIVACY &
INFORMATION SECURITY REPORTS
FOR TRACKING TRAINING
COMPLIANCE**



PRISM SRS

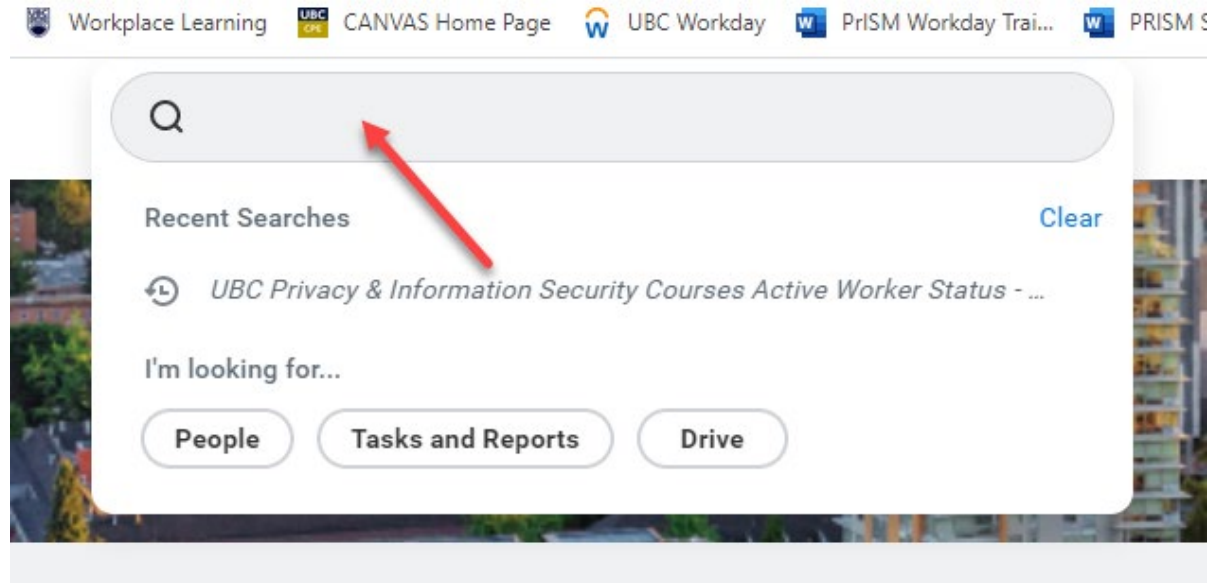
STEPS TO GENERATE PRIVACY AND SECURITY TRAINING REPORT

1. [Log into Workday with your CWL](#)



STEPS TO GENERATE TRAINING REPORT

2. In the search field input the report name: UBC Privacy & Information Security Courses Active Worker Status – Distributed and press enter.



STEPS TO GENERATE TRAINING REPORT

3. Once you press enter this Report Filter Screen pops up and has several options: **A**

A. Input your Workday Supervisory Organization Hierarchy Managerial Level. Search Options are your name (if manager), name of faculty or administration office.

UBC Privacy & Information Security Courses Active Worker Status - Distributed

Supervisory Organization **A**

Worker **B**

Include only Active Workers? **C**

Exclude RSB and Unpaid employees? **D**

Last Hire Date **E**

Department **F**

Faculty **G**

UBC Privacy & Information Security Courses Active Worker Status - Distributed

Supervisory Organization

Worker

Include only Active Workers?

Exclude RSB and Unpaid employees?

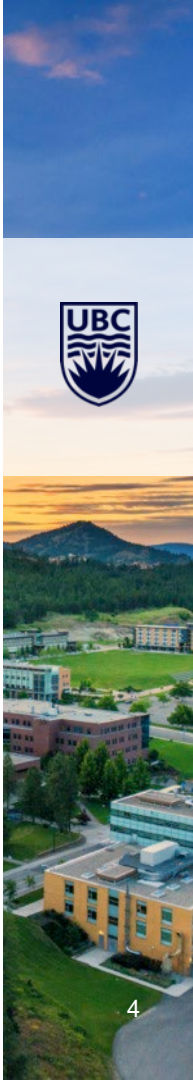
Last Hire Date

Department

Faculty

Search Results (3)

- Privacy and Information Security | Safety & Risk Services | VP Finance and Operations (Susan Johnson)
- Information Support | Privacy and Information Security | Safety & Risk Services | VP Finance and Operations (Susan Johnson (Inherited))
- Information and Privacy | University Counsel Office (Paul Hancock)



STEPS TO GENERATE TRAINING REPORT

4. The Report Filter Screen options: **B - E**

B. If you are looking for a specific learner, input the learners name

C. Only Active workers are required to take these courses If you want all workers including former workers unclick this box.

D. Only paid workers are required to take these courses. However, if you want to include unpaid workers unclick this box.

E. Only paid workers are required to take these courses. However, if you want to include unpaid workers unclick this box.

UBC Privacy & Information Security Courses Active Worker Status - Distributed

Supervisory Organization ⋮ **A**

Worker ⋮ **B**

Include only Active Workers? **C**

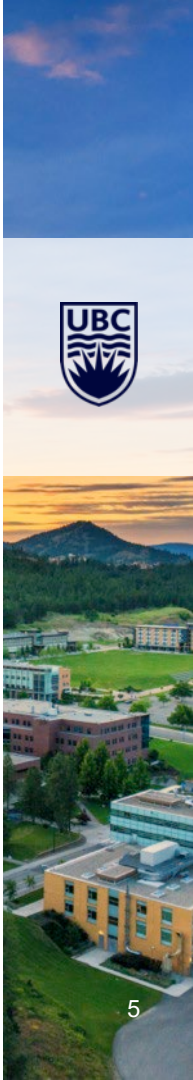
Exclude RSB and Unpaid employees? **D**

Last Hire Date 📅 **E**

Department ⋮ **F**

Faculty ⋮ **G**

OK



STEPS TO GENERATE TRAINING REPORT

5. The Report Filter Screen options: F – G

F. If you would like only a specific department, input here

G. If you would like a specific faculty, input here.

Then press OK to start generating the report

UBC Privacy & Information Security Courses Active Worker Status - Distributed

Supervisory Organization A

Worker B

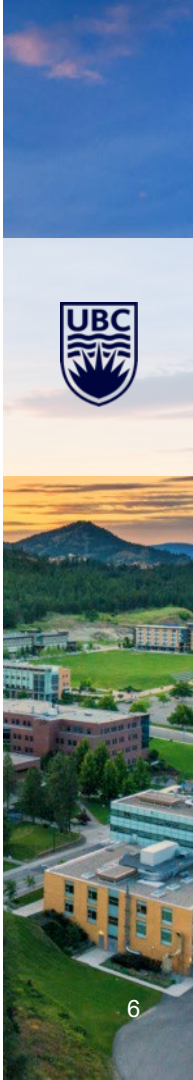
Include only Active Workers? C

Exclude RSB and Unpaid employees? D

Last Hire Date E

Department F

Faculty G



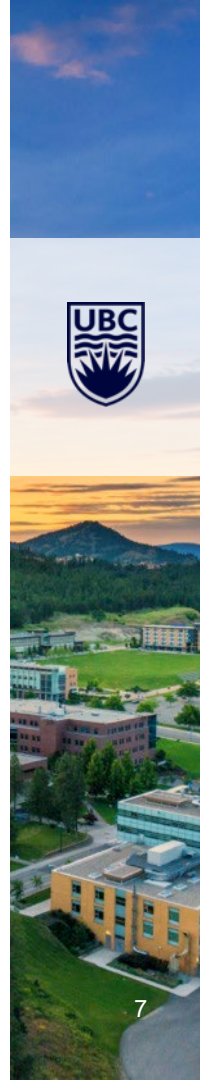
UNDERSTANDING IN TRAINING REPORT

Not all active workers are required to take these Privacy Courses due to their employment roles and responsibilities. Therefore there will be workers who may have taken the course but are not required to take them.

There are 4 possible outcomes for each worker:

- I. Yes(R) – Yes the Individual has completed the required course
- II. No(R) - No the individual has NOT completed the required course
- III. Yes(NR) – Yes the individual has completed the course but is NOT required to complete it.
- IV. No(NR) – No the individual has NOT completed the course but is NOT required to do so.

	PRISM Fund 1	PRISM Fund 2	PRISM IT Pro
Active Worker 1	Yes(R)	Yes(R)	Yes(NR)
Active Worker 2	No(R)	No(R)	No(NR)
Active Worker 3	Yes(NR)	Yes(NR)	No(NR)
Active Worker 4	No(NR)	No(NR)	No(NR)



COMMUNICATIONS ON TRAINING REPORTING

- Privacy Matters @ UBC (<https://privacymatters.ubc.ca/fundamentals-training>)
- *Scroll to the bottom of the webpage*

How to Track Training Results



Detailed Department Reporting

The training completion reports are accessible to managers and contain detailed employee training completion information.

Managers can check the following training completion reports for all Privacy and Information Courses; Fundamentals 1 Fundamental 2 and IT Professional through Workday:

- [UBC Privacy & Information Security Courses Active Worker Status - Distributed](#)

To run this report, you will need to **click on the link**, **input the report name** in the search field and then **input your Supervisory Organization**. You may find your Supervisory Organization by clicking on your Workday Profile.

Need Help? (requires CWL)

[Complete the Workday Reporting Training](#)
[More Information on running reports in Workday](#)

VIEW REPORTS →



Portfolio Reporting

The Fundamentals training dashboard enables self-service monitoring capabilities for authorized users to monitor campus-wide completion statistics for their own departments and units.

This dashboard has been optimized to report completion statistics separately for Fundamentals Part 1 and Fundamentals Part 2.

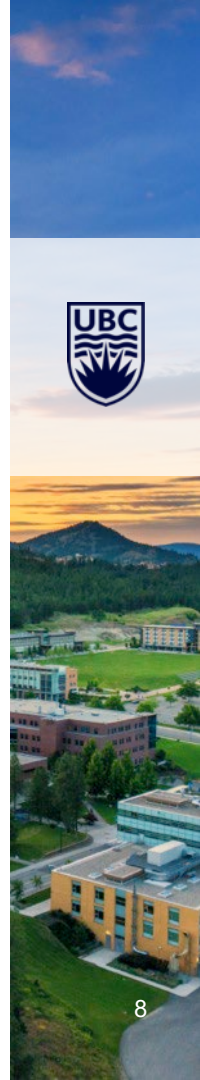
(CWL is required to authenticate to the dashboard, hosted on the UBC Tableau service. Access to the portal is restricted to authorized users, including department champions, client service managers, and select administrative heads of unit).

Need Help?

Email privacymatters@ubc.ca if you require access for yourself or someone in your unit, or if you experience any issues with this service.

UBC transitioned their systems to Workday. After November 2, 2020, reporting updates will not be available until a new process is defined.

GO TO DASHBOARD →





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THANK YOU

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