University of South Florida
How to View Your Training Summary

Goal: To demonstrate how to view your training summary in GEMS. GEMS training is the only type of training currently maintained.

Select “Employee Self Service”

Select “Training and Development”

Select “Training Summary”
The Training Summary page will display all of the training modules that you have completed.

When you click on the course name next to the training session start date a Course Detail will appear.

Click here to return to the training summary page