

View Universal Profile

Introduction Universal Profile provides a streamlined way of accessing all information about users in the system.

Step by Step:

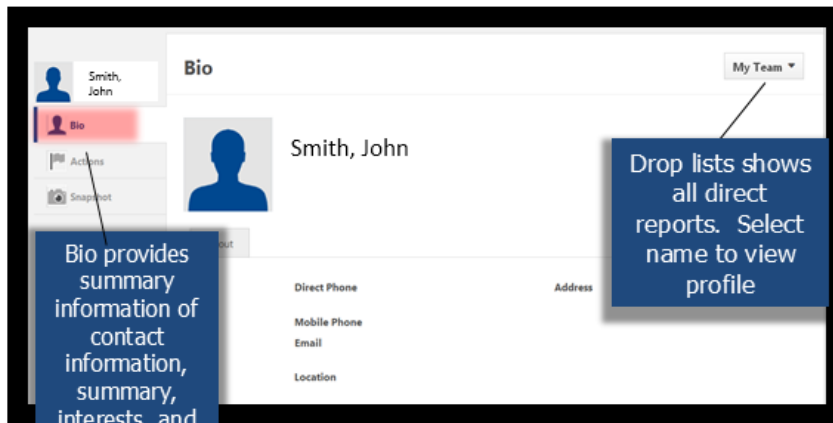
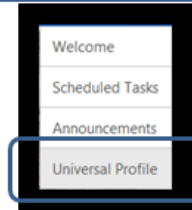
Step:	Action:
1	Log on to the CNM Talent Management System via <i>myCNM</i> portal.
2	Select Universal Profile from the Home drop down tab on the menu across the top of the screen.
3	From here you can browse information about users in the system that are direct reports. The user can also view their own personal information. The quick reference guide will give you the overview of the process.

If you have questions regarding Training, contact the Employee Training office at 224-4600 or by e-mail at Employeeetraining@cnm.edu.

View Universal Profile

Universal Profile provides a streamlined and intuitive way of accessing all information about users in the system.

After logging into MYCNM portal, click **Universal Profile** under the Home tab.

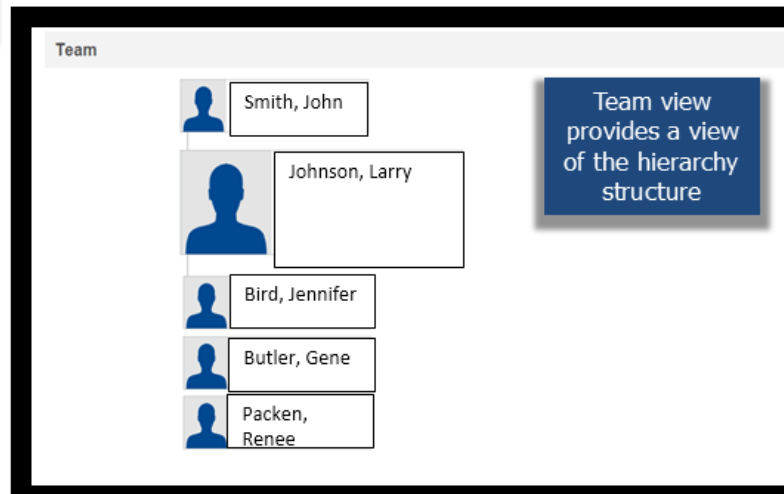


Bio provides summary information of contact information, summary, interests, and team hierarchy

Drop lists shows all direct reports. Select name to view profile



Summary and Interests provide information about the user



Team view provides a view of the hierarchy structure

Universal Profile

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Select Team member under My Team drop down menu to review actions for each person

Actions tab indicates all outstanding training

The screenshot shows the 'Actions' page for a user named John Smith. On the left is a navigation menu with tabs for 'Bio', 'Actions', and 'Snapshot'. The 'Actions' tab is selected and highlighted in red. The main content area is titled 'Actions' and includes a 'My Team' dropdown menu. Below this are filter buttons for 'Show All' and 'By Due Date'. The actions are categorized into 'Past Due' and 'Due Later'. Under 'Past Due', there is an entry for 'Open: Mandatory Training - 2015 - Curriculum' with a due date of 7/30/2015 and a status of 'In Progress / Past Due'. It includes an 'Open Curriculum' button. Under 'Due Later', there is an entry for 'Select Session: New Employee Orientation, Phase III(Starts...' with a status of 'Withdrawn' and a 'Select Session' button.

 Snapshot

System Note: The Snapshot feature is a function that is not currently enabled.