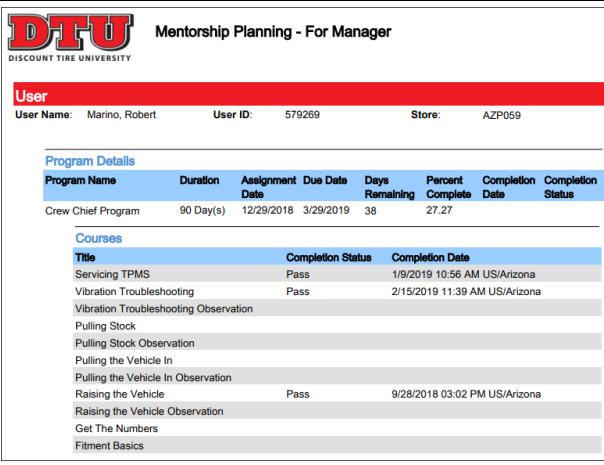


## DTU LEARNING - HOW TO ACCESS MENTORSHIP REPORTS

**Description** This document details steps to access the employee mentorship report.

**Running Mentorship Report** Follow the steps below to run the mentorship report.

Step	Action
1	<p>1. Log In to DTU Learning with your employee ID and DTU password.</p> <p>2. Click <b>Home &gt; Learning</b>.</p> 
2	In the <b>Links</b> tile, click <b>Reports</b> .
3	From <b>Reports</b> click on <b>Mentorship Reports</b> and then <b>Mentorship Planning – For Manager</b> .
4	Click <b>All</b> in the <b>User</b> section then click the <b>Run Report</b> button. The report will begin to generate.
5	<p>The results displayed will show a report for each employee currently enrolled in a Learning Program.</p> <p>Note: A negative number under Days Remaining indicates an employee has gone past the due date.</p>  

**Contact** If you have any questions, please contact [L&D\\_logisticsmembers@discounttire.com](mailto:L&D_logisticsmembers@discounttire.com)