
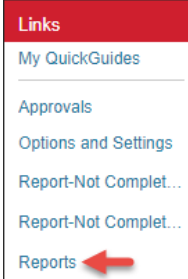
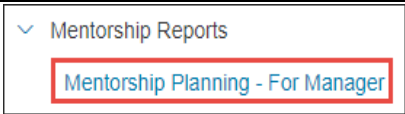

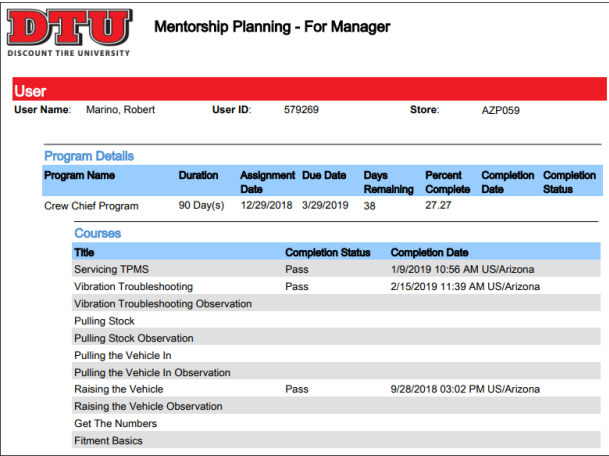


DTU LEARNING - HOW TO ACCESS MENTORSHIP REPORTS

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

Contact If you have any questions, please contact L&D_logisticsmembers@discounttire.com