

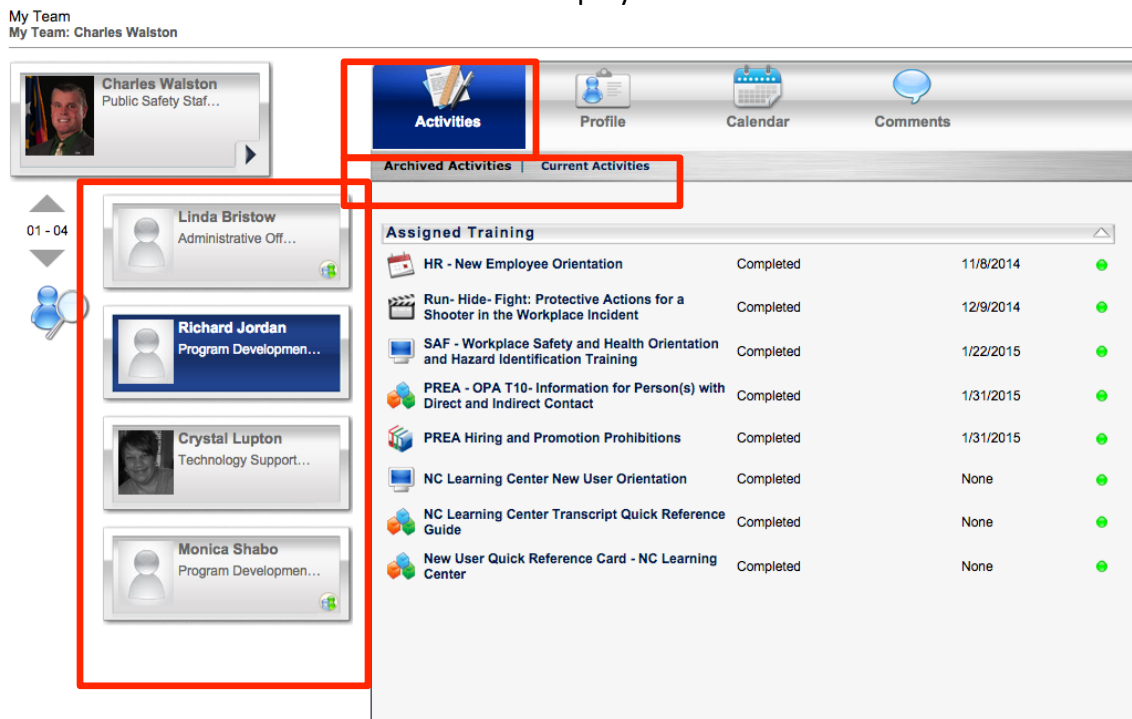
How to View Your Team's Activities



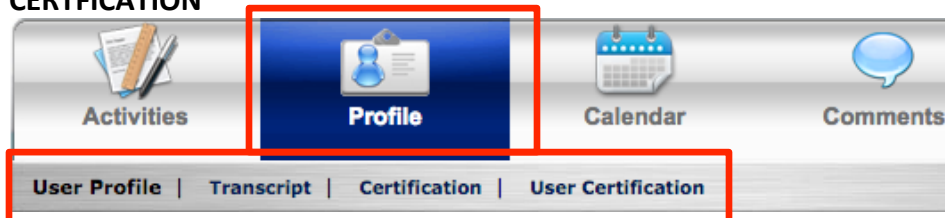
1. Login to BEACON, click on the **LEARNING** TAB. Select **MY TEAM**.



2. This screen will provide you a snapshot of your team. Select an employee to the left, and select the following tabs to view the employee's information:
 - Click on the **ACTIVITIES** tab, next select **ARCHIVED ACTIVITIES** or **CURRENT ACTIVITIES** to view the current activities associated with each employee.



- Click on the **PROFILE** tab, to view the **USER PROFILE, TRANSCRIPT, CERTIFICATION, and USER CERTIFICATION**



You can also view the tabs for **CALENDAR** and **COMMENTS** as needed.