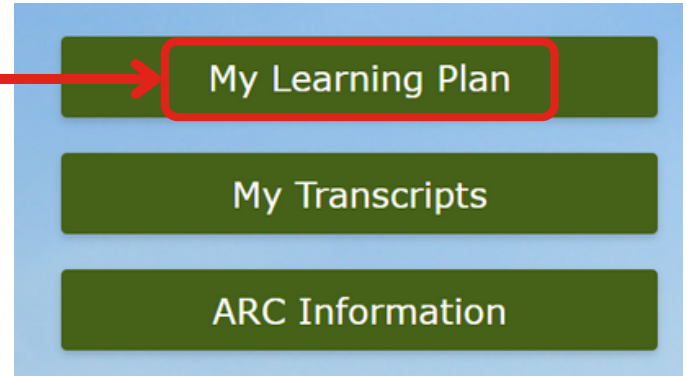**JOB AID** Checking on your Nurse Residency Enrollment & Completion Status in Saba
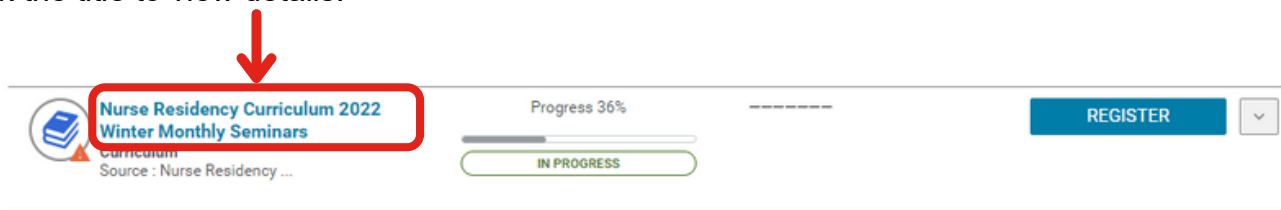
**1** **GO TO YOUR LEARNING PLAN IN SABA**

a. Use Google Chrome as it works best with Saba.

b. Go to missouri.sabacloud.com 🔗

c. On the Saba homepage, click on My Learning Plan.

My Learning Plan

My Transcripts

ARC Information

**2** **VIEW YOUR NURSE RESIDENCY CURRICULUM**

a. On your Learning Plan page, scroll to find "Nurse Residency Curriculum."

b. Click the title to view details.

Nurse Residency Curriculum 2022 Winter Monthly Seminars
Curriculum
Source : Nurse Residency ...
Progress 36%
IN PROGRESS
REGISTER

c. Verify you have SUCCESSFUL credit for all classes you have attended.

If there is a class that you attended that is not marked as Successful (IN PROGRESS), contact the Nurse Residency Coordinator.

Progress 36%

Winter 2022 Cohort Monthly Seminars *    Complete 11 of 11

| | | | |
|---|---|---|---|
| Nurse Residency: Seminar 1;... Instructor-Led | SUCCESSFUL On 01/31/2022 | PRINT CERTIFICATE | |
| Nurse Residency Seminar 3;... Instructor-Led | SUCCESSFUL On 03/08/2022 | PRINT CERTIFICATE | |
| Nurse Residency: Seminar 3;... Instructor-Led | SUCCESSFUL On 02/01/2022 | PRINT CERTIFICATE | |
| Nurse Residency: Seminar 4;... Instructor-Led | SUCCESSFUL On 04/26/2022 | PRINT CERTIFICATE | |
| Crew Training for All Staff Course | PENDING REGISTRATION | VIEW CLASSES | |
| Nurse Residency: Seminar 6 ... Instructor-Led | IN PROGRESS | VIEW SUMMARY | |
| Nurse Residency: Seminar 8;... Instructor-Led | REGISTERED | VIEW SUMMARY | |
| Nurse Residency: Seminar 9;... Instructor-Led | REGISTERED | VIEW SUMMARY | |
| Nurse Residency: Seminar 10... Instructor-Led | REGISTERED | VIEW SUMMARY | |
| Nurse Residency: Seminar 11... Instructor-Led | REGISTERED | VIEW SUMMARY | |
| Nurse Residency: Seminar 12... Instructor-Led | REGISTERED | VIEW SUMMARY | |

e. Click VIEW CLASSES to view and enroll in classes you are not registered for.

d. Verify you are REGISTERED in a normally scheduled or make-up session.

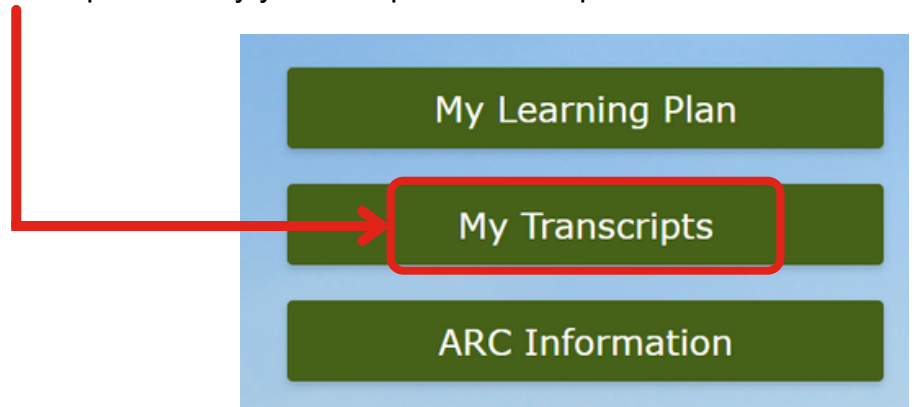Click the class title to view the date and time you are enrolled.

f. To DROP A CLASS, click the dropdown arrow to the right and select Drop.

After dropping a class, select VIEW CLASSES to register for the next offering. **Notify the Nurse Residency Coordinator.**

**JOB AID** Checking on your Nurse Residency Enrollment & Completion Status in Saba

**3** VIEWING CURRICULUM ON MY TRANSCRIPTS

a. Once you have completed all requirements within the curriculum, it will move to your transcript.

b. From the Saba homepage, click My Transcripts to verify your completed or "acquired" status.



c. On the My Transcript page, scroll down or search for "nurse residency curriculum." To search for training that was completed over a year ago, click Filters and adjust the date.

d. If the curriculum is completed, it will show as ACQUIRED.