How do I view details about a user as a manager?
Click on the **ADMIN** option in the Global Navigation menu. Then click on **Manage Users**.

**Note:** The Global Navigation menu may differ depending on what is enabled in your account.

Open User

![User List](image)

Click the name of the user.

View User Details
On the User Details page, you can view the courses, live trainings, surveys, and programs in which the user is enrolled. You can view time-sensitive items like live trainings and surveys [1], required courses, live trainings, surveys, and programs [2], optional courses, live trainings, surveys, and programs [3], and completed courses, live trainings, surveys, and programs [4].
View Course

Management Training

Next step Conflict Management Style / Takes about 1 minute

In this program, you'll sharpen your leadership skills and receive additional human resources training.

To view a user's course, click the name of the course.

Manage Learner

Milo Potter

To send a message to the user, click the Message icon.