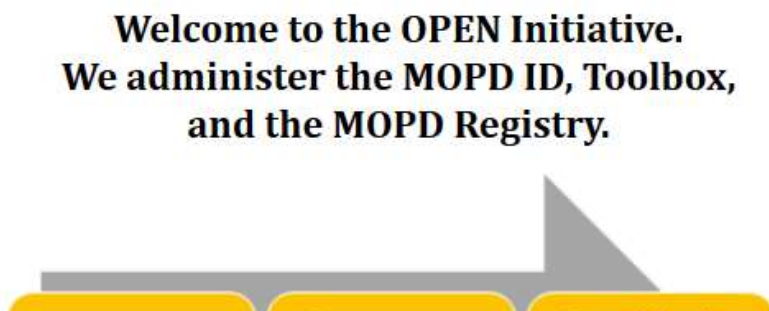


## Running a Personal Training Clock Hours Report in the Toolbox

- 1) Go to [www.OPENInitiative.org](http://www.OPENInitiative.org)
- 2) Click on the Toolbox Login button



- 3) Enter the user name and password that you made when you created your Toolbox account initially.



### Login

User Name

Password

- 4) Once you have successfully logged in, you will see your member profile.

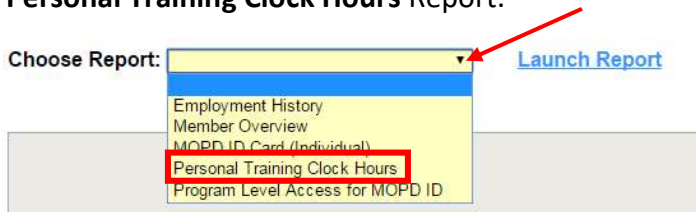
## Welcome to the Toolbox!

**Name:** Sally Sample  
**MOPD ID:** 830852  
**Email:** openinitiative@missouri.edu  
**Highest Education Level:** BA/BS/BSN (Reported)  
**EC Matrix Level:** Level 2a  
**SA Matrix Level:** Level 2a  
**Training Clock Hours This Year:** 0  
**First Aid Certification Date(s):** None Provided  
**CPR Certification Date(s):** None Provided

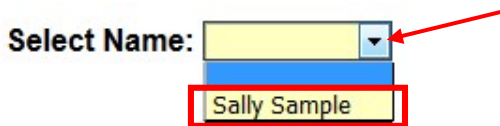
- 5) Click on the tab labeled Reports



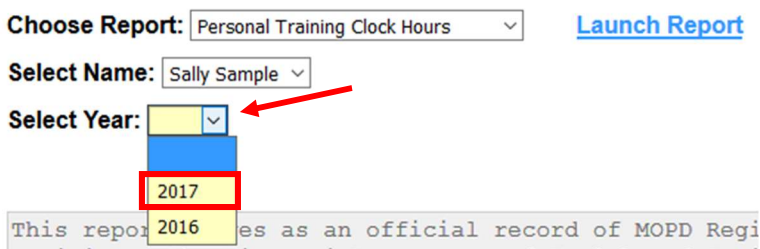
- 6) Click on the down arrow in the box next to **Choose Report** in the middle of the page. Select the **Personal Training Clock Hours Report**.



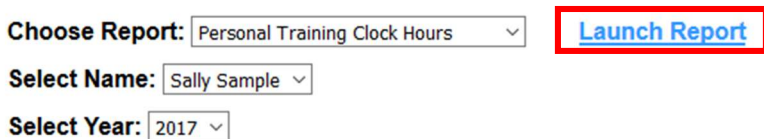
- 7) Click on the box next to **Select Name**, and select your name from the drop down list.



- 8) Click on the drop down arrow next to **Select Year**, and select the year for which you wish to run the report. *Note: Only years that have training data are options. If OPEN has not yet received training data for a particular year, that year will not be listed as an option.*



- 9) Click **Launch Report** and wait for the report to launch. Some browsers may ask you if you wish to open or save the download – select open and you can save after the report has opened.



Please do not hesitate to contact OPEN (call 573-884-3373 or email [openinitiative@missouri.edu](mailto:openinitiative@missouri.edu)) if you have any questions or if you need any assistance with running a personal training report.