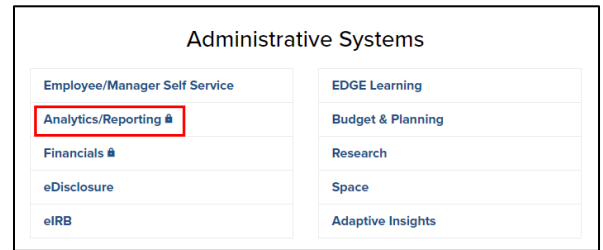# Instructions for Accessing the Career Conversations Dashboard

Use this dashboard to see who in your unit had uploaded their Career Conversation documentation to UAccess.
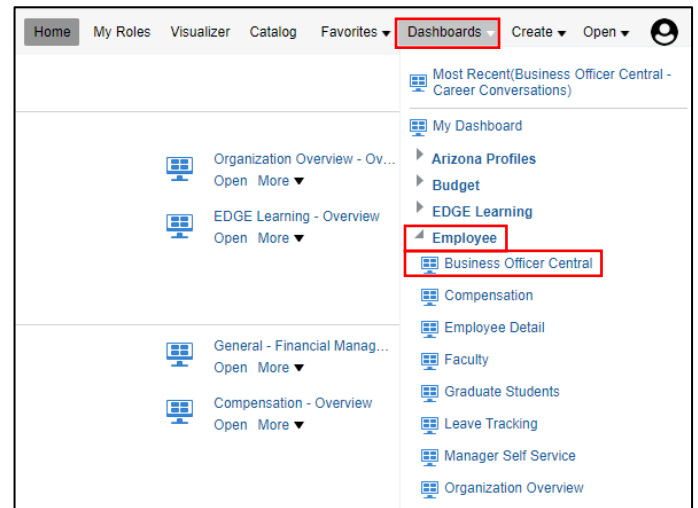
Step 1

Log into UAccess and select Analytics/Reporting.
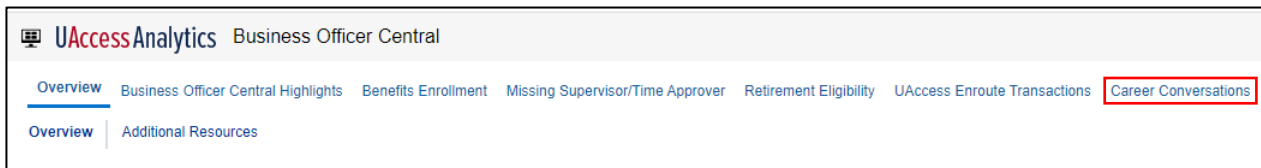

Step 2

Navigate to the 'Dashboards' menu header in the upper, right-hand corner and expand the 'Employee' section'. Select the 'Business Officer Central' dashboard.


Step 3

Navigate to and select the 'Career Conversations' tab at the top. Please note, you are required to have **HR_BI_MED provisioning or higher** to access this report.

Step 4

You will be presented with a set of filters to help you identify who in your College/Unit has completed their Career Conversation. You will only be able to see completion rates for the units you are provisioned to access.
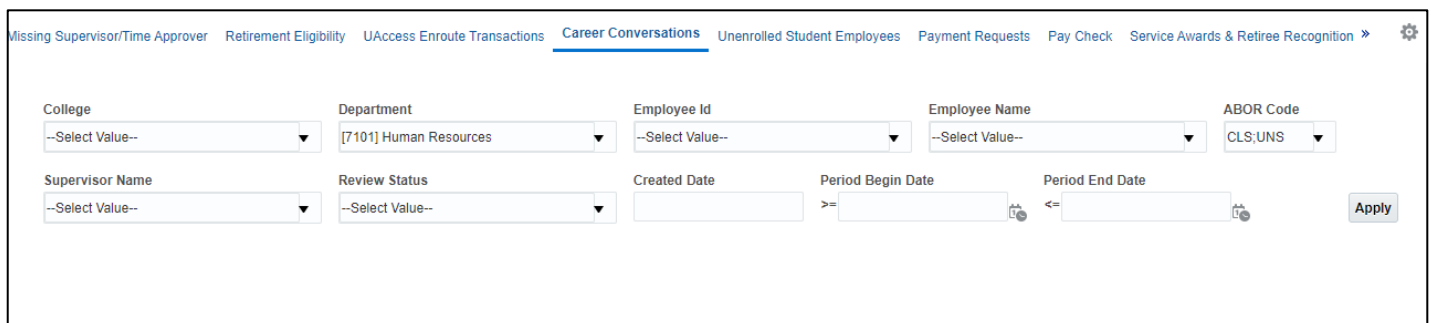
Need Help?

Find information on requesting provisioning or getting trained in Analytics here: https://uair.arizona.edu/content/uaccess-analytics.
Book office hours with UAIR or email them for help here: https://uair.arizona.edu/content/contact