

Process Overview

Once the due date on a training assignment in DIY has passed, the training will no longer show up on the employee's home screen. Follow the instructions below to:

1. Check your employees' training due dates.
2. Access training assignments that are past due.

Managers will also be able to show employees where they can access these assignments.

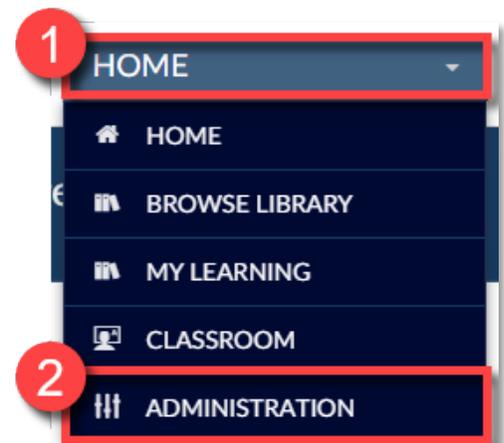
Checking Expired Assignments

A. To check if an employee has an expired assignment, start by signing into **DIY BizLibrary**.

<https://goodwillcolorado.bizlibrary.com/>

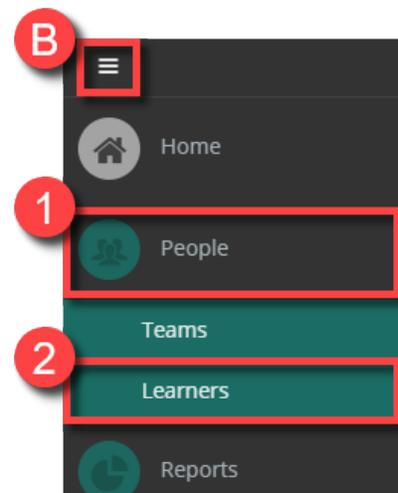
1. Click the **Home dropdown** at the top of the screen.

2. Select **Administration**.

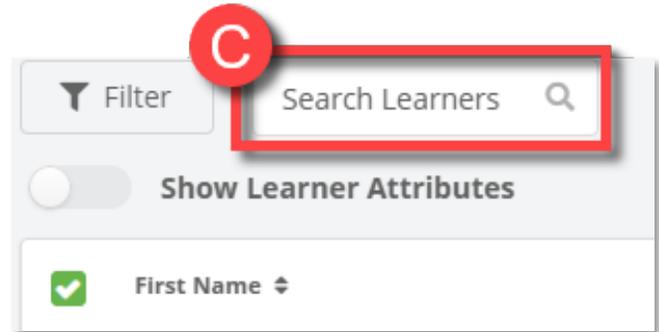


B. Select the **hamburger menu** on the lefthand side of the screen.

1. Select **People**.
2. Select **Learners**.



C. You can find specific employees by using the search function.

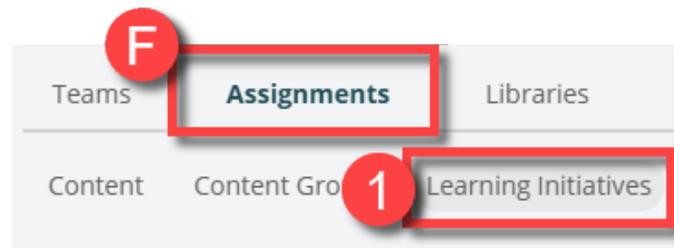


D. Click on the employee **Username** to access the account information.



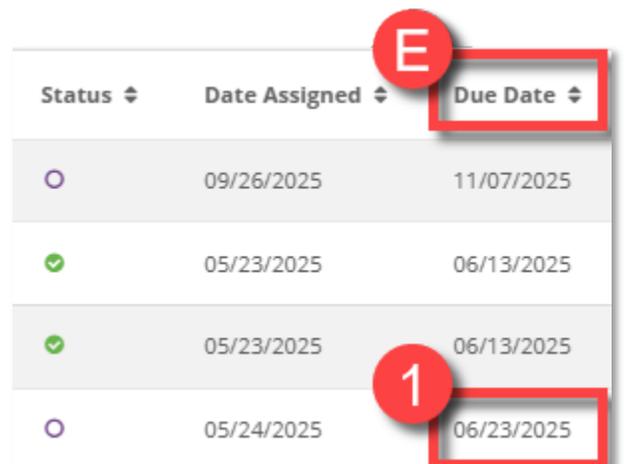
E. Click on **Assignments**.

1. Select **Learning Initiatives** in the assignments tab.



F. You can check the due dates to see if a learning initiative has expired.

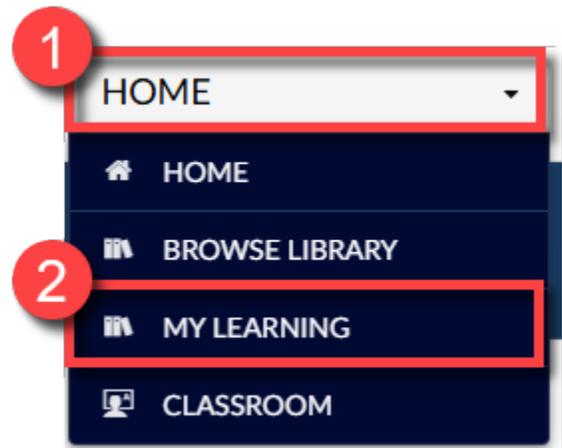
1. For example, the last learning initiative will no longer show up on an employee's home page after 6/23/2025, since this date has passed.



Status	Date Assigned	Due Date
	09/26/2025	11/07/2025
	05/23/2025	06/13/2025
	05/23/2025	06/13/2025
	05/24/2025	06/23/2025

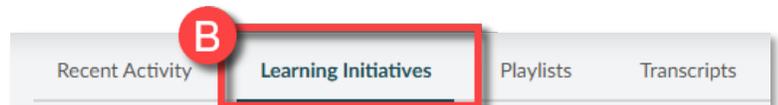
Employee's Assignments

- A. Have the employee sign into their DIY account.
1. Have them click the **Home dropdown**.

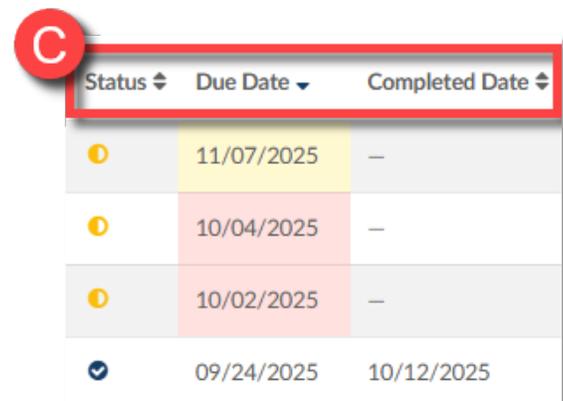


2. They will select **My Learning**.

- B. They will click the Learning Initiatives tab.



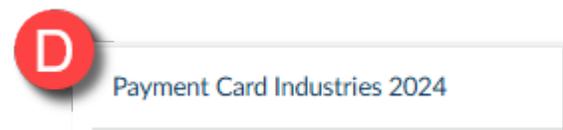
- C. In this tab, they can view the **Status**, **Due Date**, and **Completion Date** of the learning initiatives that have been assigned to them.



A screenshot of a table showing learning initiatives. The table has three columns: 'Status', 'Due Date', and 'Completed Date'. The first three rows have a yellow status icon and a due date, while the last row has a blue checkmark status icon and two dates. A red box highlights the column headers, and a red circle with the letter 'C' is next to it.

Status	Due Date	Completed Date
🟡	11/07/2025	—
🟡	10/04/2025	—
🟡	10/02/2025	—
✅	09/24/2025	10/12/2025

- D. The employee can click on the learning initiative title that is incomplete/expired.



- E. They will select Launch Learning Initiative to complete the training.

