

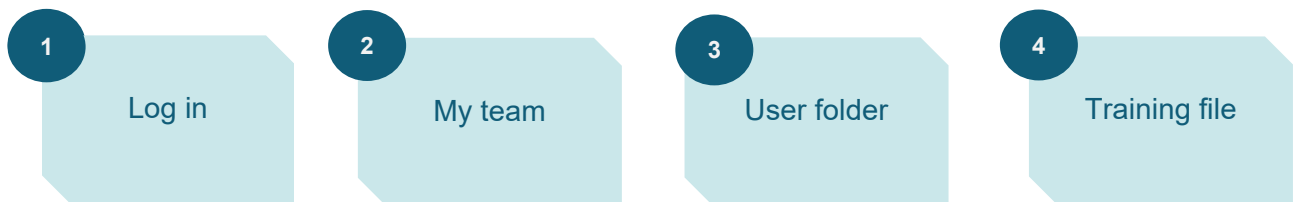


Consulting an employee's file

▶▶ **BACKGROUND INFORMATION:** The manager of the employer-account may consult an employee's file. However, before doing so, the account manager must have the employee's consent to do so.

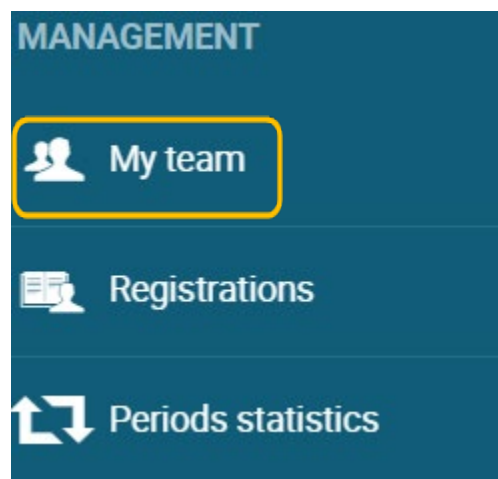
Under the *Act respecting the protection of personal information in the private sector*, the employee must give their employer consent to consult their training file.

▶▶ PROCESS



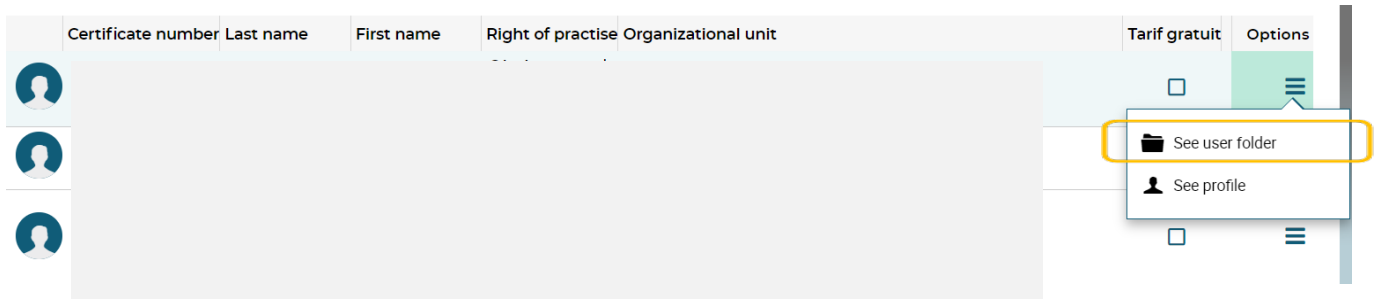
PROCEDURE

1. Log in to the [ChAD Portal](#) and then click on ÉduChAD.
2. Click on “My team” under the “Management” section.

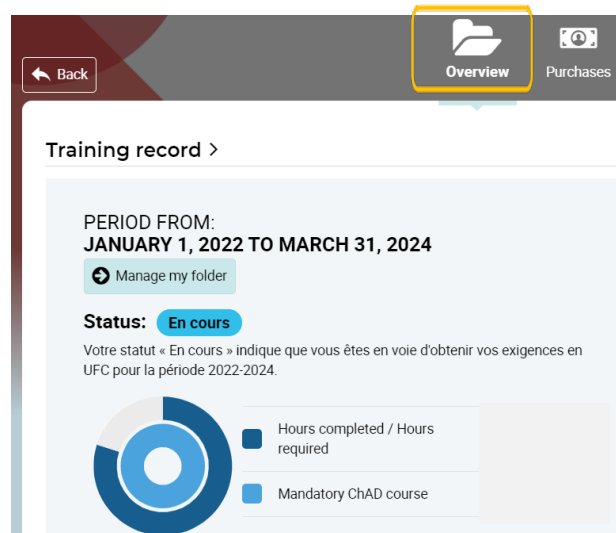




3. Scroll down or use the search engine filters to find the employee whose file you would like to view. Click on the button under “Option,” and then choose “See user folder.”



4. You will be sent to the “overview” page of the employee file you chose. This page will give you access to key information such as the number of hours earned out of the total number required, and much more.





5. To view the more detailed version of the employee's file, click on the "Training record" tab.

