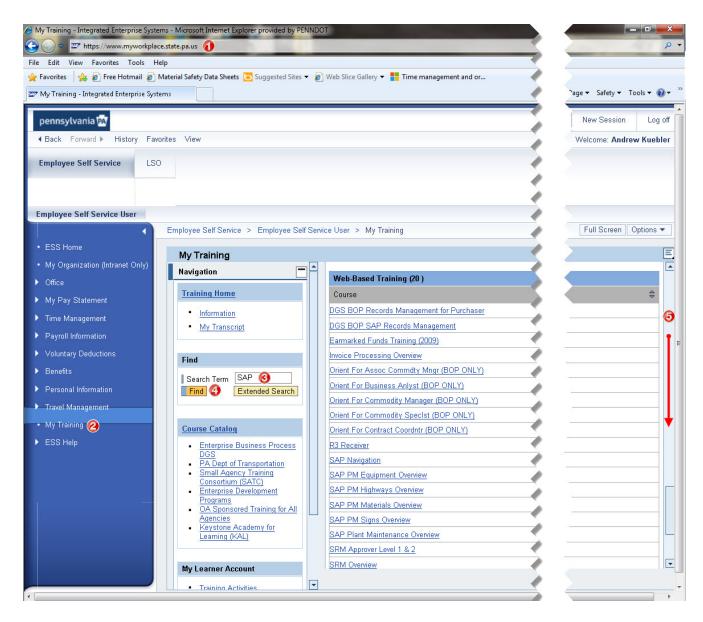
How can I find Web-Based Training in My Training in ESS?

- In a web browser, go to Employee Self Service (ESS) at https://www.myworkplace.state. pa.us
- In the Employee Self Service tab, on the left-hand side in the dark blue area, click the My Training link.
- 3) In the Search Term field, type the course you are searching for, e.g., SAP
- 4) Click the Find button.
- On the far right-hand side, scroll down to Web-Based Training.
- In the Web-Based Training section, click the course link you are interested in taking.
- 7) In the LSO – Course Description and LSO – Course Objectives and other fields, read the information about the course to make sure it is the course you want.
- 8) If it is, click the Book this course button.
- 9) Follow the directions from there.



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