

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

- 1) In a web browser, go to Employee Self Service (ESS) at <https://www.myworkplace.state.pa.us>
- 2) 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.
- 5) On the far right-hand side, scroll down to Web-Based Training.
- 6) 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.

The screenshot displays the 'My Training' section of the Employee Self Service (ESS) portal. The browser address bar shows 'https://www.myworkplace.state.pa.us'. The page title is 'My Training - Integrated Enterprise Systems'. The navigation menu on the left includes 'My Training' (highlighted with a red circle '2'). The search bar contains 'SAP' (with a red circle '3') and the 'Find' button is highlighted with a red circle '4'. The search results show a list of training courses under the heading 'Web-Based Training (20)'. A red arrow points to the 'Web-Based Training' section, which is highlighted with a red circle '5'. The list of courses includes 'DGS BOP Records Management for Purchaser', 'DGS BOP SAP Records Management', 'Earmarked Funds Training (2009)', 'Invoice Processing Overview', 'Orient For Assoc Commdty Mngr (BOP ONLY)', 'Orient For Business Anlyst (BOP ONLY)', 'Orient For Commodity Manager (BOP ONLY)', 'Orient For Commodity Speclst (BOP ONLY)', 'Orient For Contract Coordntr (BOP ONLY)', 'R3 Receiver', 'SAP Navigation', 'SAP PM Equipment Overview', 'SAP PM Highways Overview', 'SAP PM Materials Overview', 'SAP PM Signs Overview', 'SAP Plant Maintenance Overview', 'SRM Approver Level 1 & 2', and 'SRM Overview'.