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

- 1) In a web browser, go to Employee Self Service (ESS) at <u>https://www.myworkplace.state.</u> <u>pa.us</u>
- 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.

ile Edit View Favorites Tools 🛛 Favorites 🛛 🏤 🔊 Free Hotmail , 7 My Training - Integrated Enterprise :	Help Material Safety Data Sheets Suggested Sites Systems Systems	 Web Slice Gallery - Time management and or 	[°] age ▼ Safety ▼ Tools ▼ @▼
pennsylvania PA	New Session Log off Welcome: Andrew Kuebler		
Gack Forward ▶ History Favorites View			
Employee Self Service	LSO		
F 1 0 K0 1 U			
Employee Self Service User	Employee Self Service > Employee Self	Service User > Mv Training	Full Screen Options -
ESS Home			
 My Organization (Intranet Only) 	My Training		
 Office 	Navigation	Web-Based Training (20)	
My Pay Statement	Training Home	Course	÷
 Time Management 	Information	DGS BOP Records Management for Purchaser	
Downell lafamation	<u>My Transcript</u>	DGS BOP SAP Records Management	
Payroll Information		Earmarked Funds Training (2009)	
Voluntary Deductions	Find	Invoice Processing Overview	
Benefits	Search Term SAP 🔞	Orient For Assoc Commdty Mngr (BOP ONLY)	e
Personal Information	Find 4 Extended Search	Orient For Business Anlyst (BOP ONLY)	
Travel Management		Orient For Commodity Manager (BOP ONLY)	
• My Training 🙆	Course Catalog	Orient For Contract Coordintr (BOR ONLY)	
ESS Help	- Enternrise Business Process	D3 Beneiver	
	Des	SAP Navigation	
	Small Agency Training	SAP PM Equipment Overview	
	Consortium (SATC) Enterprise Development	SAP PM Highways Overview	[
	Programs	SAP PM Materials Overview	
	Agencies	SAP PM Signs Overview	
	Keystone Academy for Learning (KAL)	SAP Plant Maintenance Overview	
		SRM Approver Level 1 & 2	
		SRM Overview	