

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' page within the Employee Self Service (ESS) system. The browser address bar shows the URL <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 main content area shows 'My Training' with a search bar containing 'SAP' (marked with a red circle 3) and a 'Find' button (marked with a red circle 4). Below the search bar is a 'Course Catalog' section with a list of courses. A 'Web-Based Training (20)' section is visible on the right, with a red arrow pointing to it (marked with a red circle 5). The right-hand side of the page shows a 'Welcome: Andrew Kuebler' message and a 'Full Screen' button.