

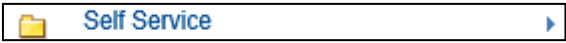





View Training Summary ESS

Steps to follow:

This guide will demonstrate how to View a Training Summary using Employee Self Service.

Step	Action
1.	Begin by navigating to the Training Summary page. Click the Main Menu button. 
2.	Click the Human Resources menu. 
3.	Click the Self Service menu. 
4.	Click the Learning and Development menu. 
5.	Click the Training Summary menu item. 
6.	The Training Summary page displays all the training courses the selected employee has enrolled in or completed.
7.	Click on the Course Name for more details about a specific training session. Click the desired list item.
8.	Note that the Course Detail page shows the general information of the training course except for the training session time and date.
9.	Click the OK button when finished. 

- Please note that this training record does not indicate the **exact day** on which completion of a course session took place. If you require this information, an additional training record can be accessed via **Mosaic**, by navigating the following pathway:
 - **Main Menu>Human Resources>Self Service>Learning & Development>Session Time and Status**