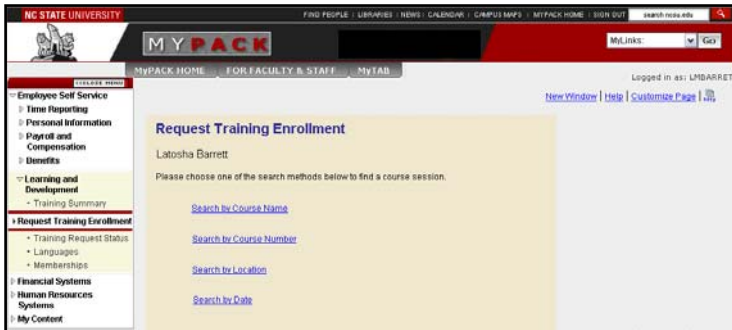


eLearning Quick Reference Guide – Employee

Request Training Enrollment

Employees may request training via the Employee Self Service link.



Requesting Training Enrollment via ESS

1. Navigate to the Employee Self Service\Learning and Development\[Request Training Enrollment](#) link.
2. Click the [Search by Course Name](#) link.
3. Click the [Search](#) button.
4. Click an entry in the [View Available Sessions](#) column.
5. Select the desired session number.
6. Click the [Continue](#) button.
7. Click the [Submit](#) button.
8. Click the [Click OK to Continue](#) button.
9. Confirmation of training request is displayed.

NOTE: This action only requests the enrollment for the employee. The employee will get an email once their request is completely processed (either approved or denied).

Displaying employee's training summary

1. Select Employee Self Service from the left side navigation.
2. Click the [Learning and Development](#) link.
3. Click the [Training Summary](#) link.

Training Summary

The Training Summary menu component will display the employee's eLearning training transcript.

