



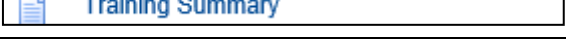


## View Training Summary ESS

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