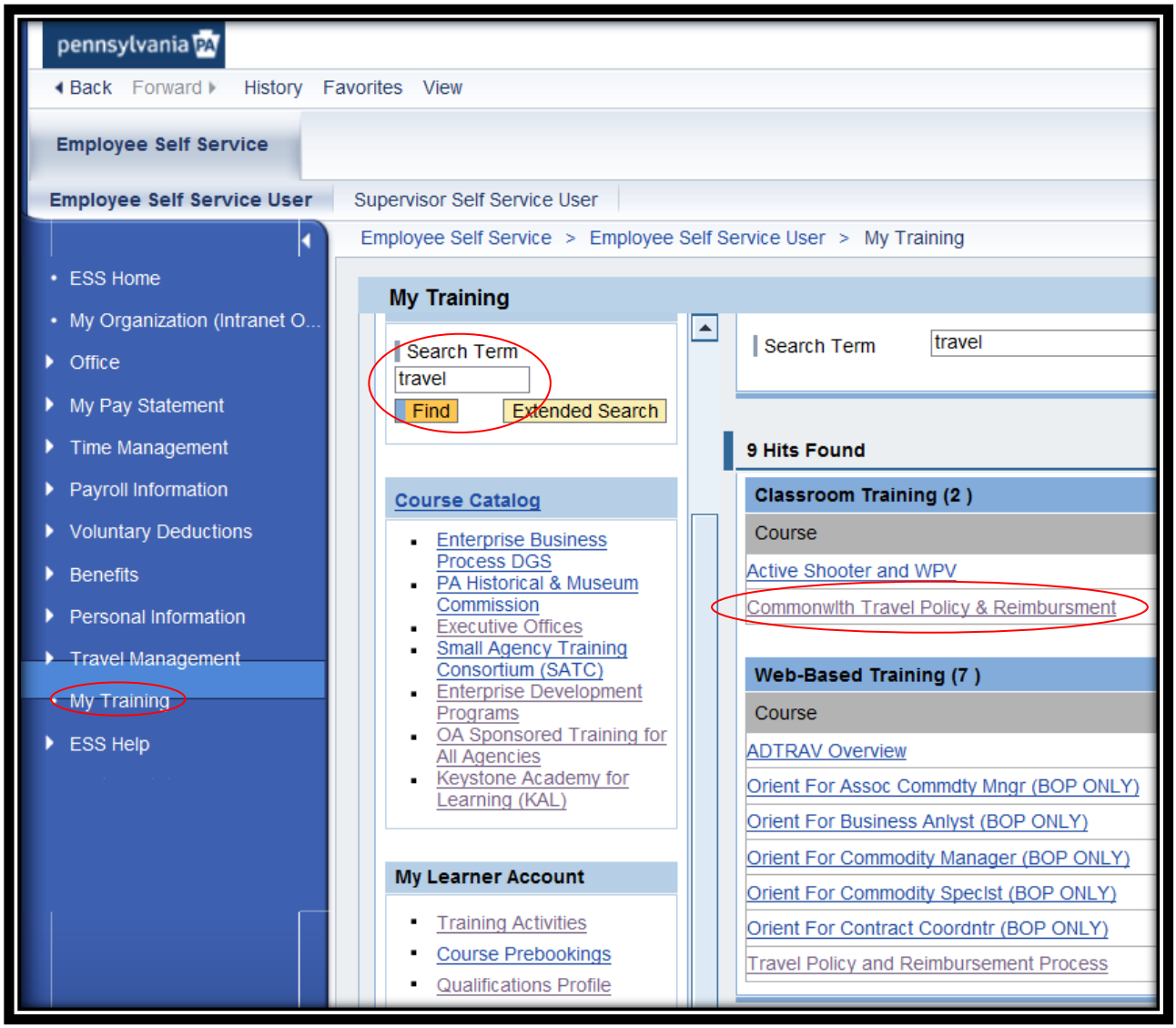
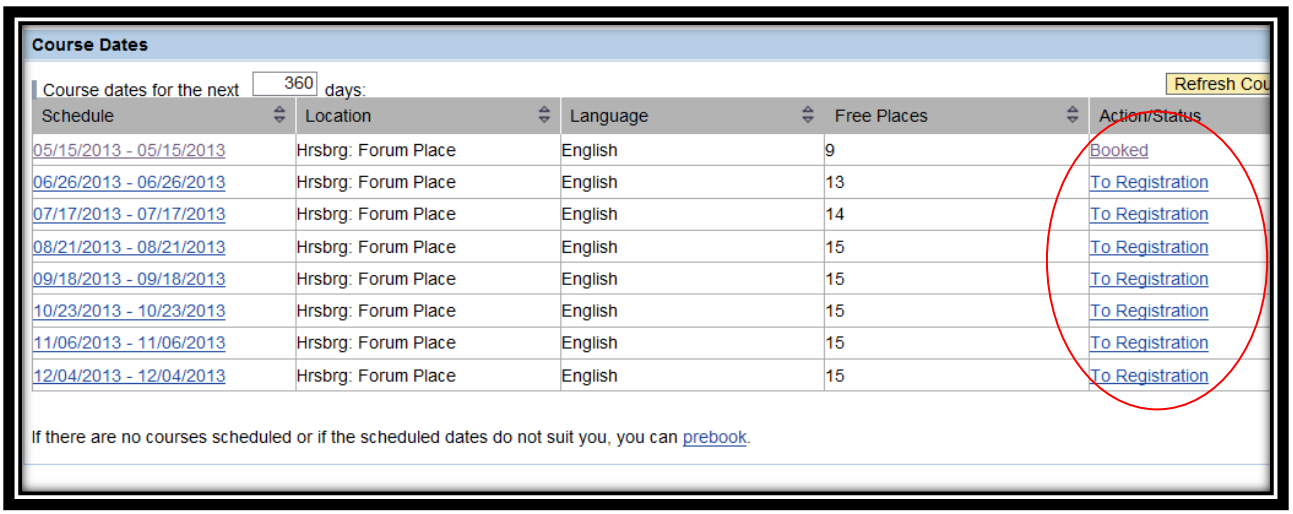
Classroom Training – "Commonwealth Travel Policy & Reimbursement"

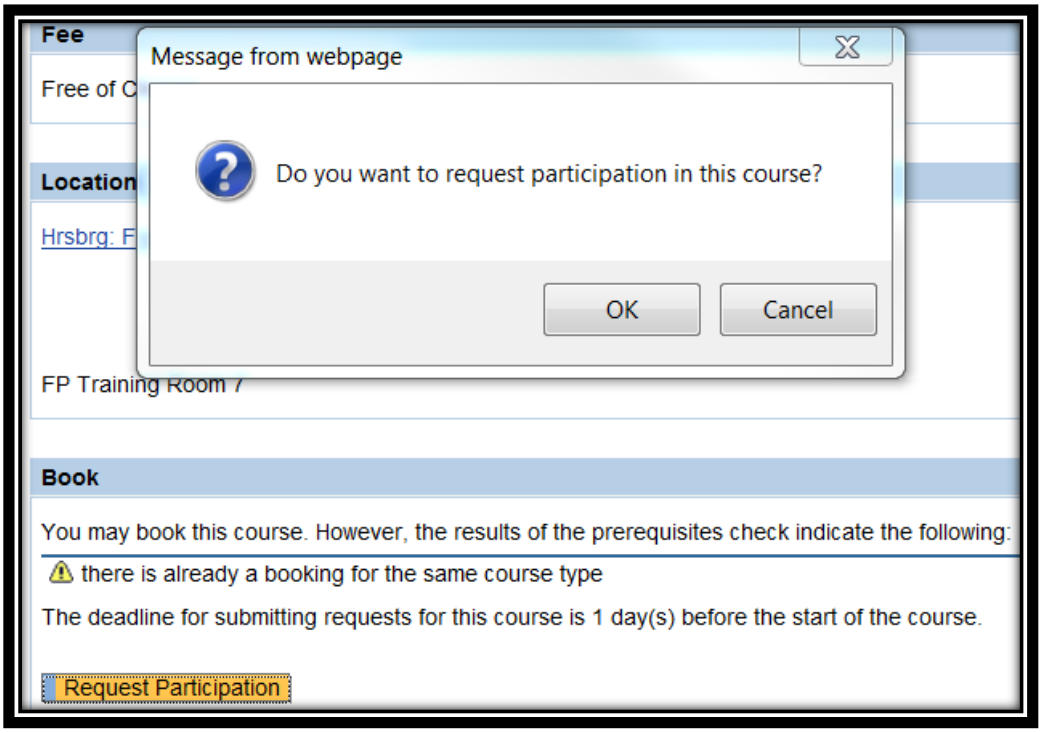
- Open Internet Explorer and type or paste the following address into your web browser address bar www.MyWorkplace.state.pa.us/ (Employee Self Service)
- Click on My Training (blue menu on left)
- Type 'Travel' in the Search Term box and click Find
- Under 'Classroom Training' click on Commonwealth Travel Policy & Reimbursement



- Scroll to the bottom of the course details page to view course dates, availability, and to register.



- Select the date you would like to attend and click on To Registration.
- Click on the orange Request Participation button.
- A pop up box will appear asking you to confirm that you want to request participation in the course. Select OK.



- "The participation request was submitted" message will appear at the top of the page (this course requires supervisory approval).

- Your Training Home Page will now reflect “(Partic. Requested)” under the course title.

Your current training activities in summarized format.

Course	Delivery M...	Schedule	Location	Learning Progress	Start
OHR Workers Comp & Accdnt Invstg for Sup	Classroom	Start 04/19/2013 At 08:30 End 04/19/2013 At 12:30	Hrsbrg: Finance Building		
Commonwlth Travel Policy & Reimbursment (Partic. Requested)	Classroom	Start 05/15/2013 At 09:00 End 05/15/2013 At 12:00	Hrsbrg: Forum Place		

- You will receive an email notification confirming approval or disapproval of your request.