

Web-Based Training

- 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 "Web-Based Training" **select any one of the courses offered.**

The screenshot displays the Employee Self Service User interface. The left navigation menu has 'My Training' circled in red. The main content area shows a search for 'travel' with the 'Find' button also circled in red. The search results are categorized into three sections: Classroom Training (4), Virtual Classroom Training (6), and Web-Based Training (3). The Web-Based Training section is circled in red and lists three courses: 'OB Travel Expense Report', 'OB Travel GetThere User Guide', and 'Travel Policy and Reimbursement Process'.

- Click the Book This Course button, and click OK at the pop up window. (The "participation was successfully booked" message appears at the top of the page.)
- Click the orange Start Course Now button which will launch the course content. (To view later, simply log in to Employee Self Service using these instructions and select the "Start Now" link at the right of the course title in your "My Training Activities" screen.)