Step | How to View Your Assigned Trainings
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1 | **Navigation:** Main Menu > Employee Self Service > Training

Start on the Employee Self Service Homepage. If you have multiple homepages, click on the arrow next to title in the dark blue bar on the top of your screen and a dropdown of your available homepages will show. Click on **EMPLOYEE SELF SERVICE**.

Click on the **TRAINING** tile.

2 | The first page is your **Training Summary**. All the courses that have been assigned to you will show with the course name, course start date, course end date and status.
For additional details on the course, you can click on the **COURSE NAME LINK** to open a pop-up window to display.

Click on the **ASSIGNED REQUIRED TRAINING** link from the left side bar. This will open your assigned training courses.

The courses and a course description are listed on the left and the Assign Course will either be marked Yes or No.

As additional required trainings get assigned to you, this page will update with those new courses.