



Step How to View Your Assigned Trainings

Navigation: Main Menu > Employee Self Service > Training

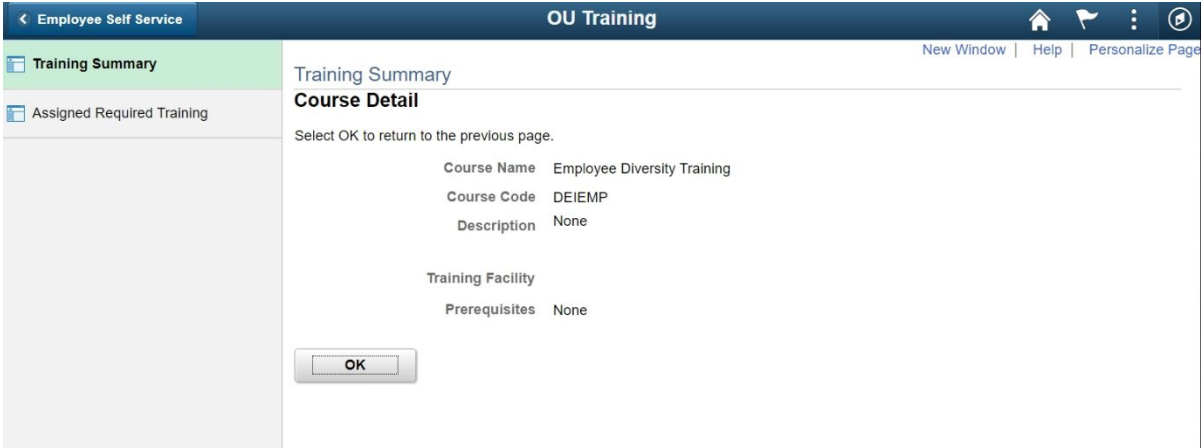
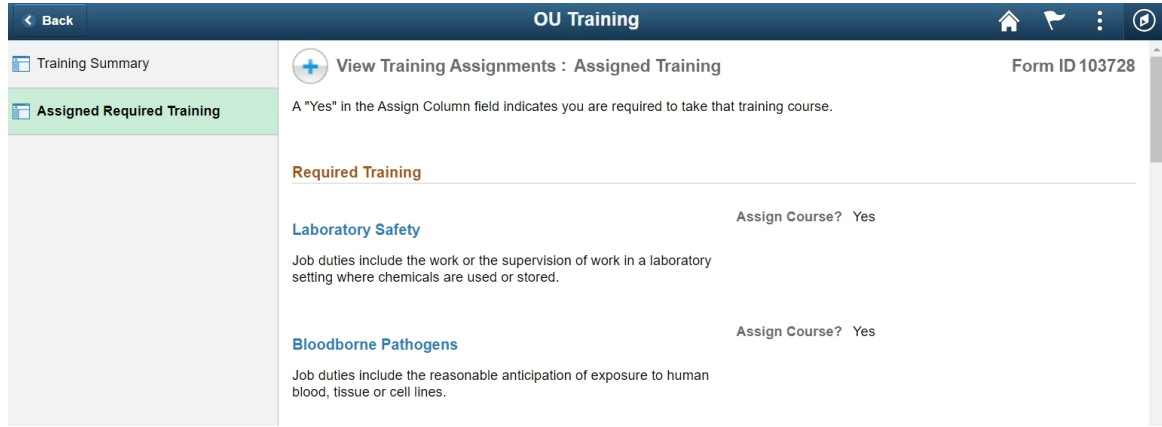
1 Start on the Employee Self Service Homepage. If you have multiple homepages, click on the arrow next to title in the dark blue bar on the top of your screen and a dropdown of your available homepages will show. Click on **EMPLOYEE SELF SERVICE**.

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.

Course Name	Course Start Date	Course End Date	Status
Managing Bias Training	09/02/2020	09/02/2020	Enrolled
Employee Diversity Training	09/02/2020	09/02/2020	Enrolled
Sooner Fire Safety	03/19/2020	03/19/2020	Completed
Effective Communication	03/04/2020	03/04/2020	Completed
HazCom/General Safety	11/28/2019	12/23/2019	Completed
Sooner Fire Safety	03/26/2019	04/18/2019	Completed



<p>3</p>	<p>For additional details on the course, you can click on the COURSE NAME LINK to open a pop-up window to display.</p>  <p>The screenshot shows a pop-up window titled 'OU Training' with a sidebar containing 'Training Summary' and 'Assigned Required Training'. The main content area is titled 'Course Detail' and lists the following information: Course Name: Employee Diversity Training, Course Code: DEIEMP, Description: None, Training Facility: (blank), and Prerequisites: None. An 'OK' button is located at the bottom of the pop-up.</p>						
<p>5</p>	<p>Click on the ASSIGNED REQUIRED TRAINING link from the left side bar. This will open your assigned training courses.</p> <p>The courses and a course description are listed on the left and the Assign Course will either be marked Yes or No.</p>  <p>The screenshot shows the main 'OU Training' interface. The sidebar has 'Assigned Required Training' selected. The main content area is titled 'View Training Assignments : Assigned Training' and includes a note: 'A "Yes" in the Assign Column field indicates you are required to take that training course.' Below this, there is a table of required training courses:</p> <table border="1"> <thead> <tr> <th>Required Training</th> <th>Assign Course?</th> </tr> </thead> <tbody> <tr> <td> Laboratory Safety Job duties include the work or the supervision of work in a laboratory setting where chemicals are used or stored. </td> <td>Yes</td> </tr> <tr> <td> Bloodborne Pathogens Job duties include the reasonable anticipation of exposure to human blood, tissue or cell lines. </td> <td>Yes</td> </tr> </tbody> </table>	Required Training	Assign Course?	Laboratory Safety Job duties include the work or the supervision of work in a laboratory setting where chemicals are used or stored.	Yes	Bloodborne Pathogens Job duties include the reasonable anticipation of exposure to human blood, tissue or cell lines.	Yes
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<p>6</p>	<p>As additional required trainings get assigned to you, this page will update with those new courses.</p>						