

2018

ESS – Training Opportunities Guide

EMPLOYEE SELF SERVICE - GUIDE
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CITY OF RACINE | 730 Washington Avenue



Employee Self Service – Training Opportunities Guide

Welcome to the Training Opportunities guide for Employee Self Service. This guide will give you the step – by – step instructions on how to enroll in training opportunities that are hosted by the City of Racine. Before following this guide, make sure you have access to [Employee Self Service](#) and your login information. If you do not have a login for Employee Self Service, or have any questions on this document, please contact Human Resources at (262) 636-9175.

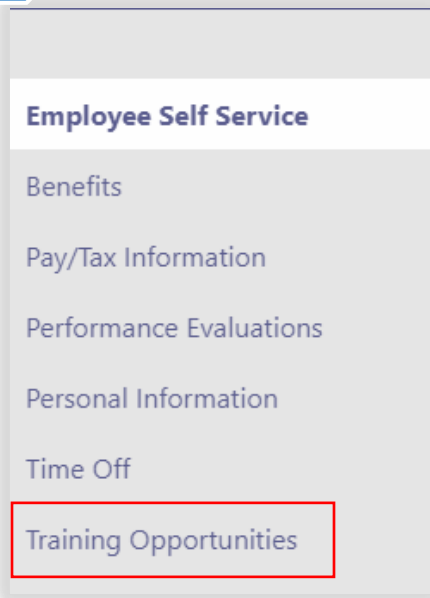
A



A. Log In to Munis Self Service

Log in to [Employee Self Service](#).

B



B. Sidebar Selection

Select “Training Opportunities” located on the left sidebar.



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C. “Training Opportunities” Page

This “Training Opportunities” section lists all training opportunities that are being hosted by the City of Racine. Pictured below, you will see the training description, the date the training will take place, and the time of day the training will happen.

Once you have decided on the training opportunity that you would like to enroll in, you will select the “Details / Enroll” link.



Training Opportunities

Courses C

All Training By Location Search

Description	Date	Time	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/7/2018	9:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/7/2018	10:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/7/2018	11:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/7/2018	2:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/7/2018	3:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/9/2018	9:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/9/2018	10:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/9/2018	2:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/9/2018	3:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/12/2018	2:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/12/2018	3:00 PM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/15/2018	9:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/15/2018	10:00 AM	Details / Enroll
OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE	11/15/2018	11:00 AM	Details / Enroll



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D

Training Details

OPEN ENROLLMENT THROUGH EMPLOYEE SELF SERVICE

CITY HALL
730 WASHINGTON AVENUE RACINE, WI 53403
Room 309
Phone: 309

Date
11/7/2018

Days
W

Time
9:00 AM

Length
45 MINUTES

Instructor
EMELIA ROSO

Contact
Emelia.Roso@cityofracine.org

Accredited hours
0.00

Accredited points
0.0000

Additional information

During this training, you will be completing open enrollment through Employee Self Service. Please refer to the training session. You will need to know which 2019 benefits you are going to enroll in. Benefits Web Resources/Employees-and-Retirees/New-Employees-Information/ If you have questions on the benefits contact Human Resources at (262) 636-9475. Course: ES1. 3. 11/07/2018. 0900. 1

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D. "Training Details" Page

The "Training Details" screen will show you where the training is being hosted, the date of the training, the days the training will be hosted, the time of the selected training, who the instructor is, the instructor's contact information, as well as additional information about the training.

E

Directions

This training will be hosted in Room 309 at City Hall.

Enrollment deadline
10/29/2018

Enroll

E. Enroll In Selected Training

To enroll in the training that you have selected, scroll down to the bottom of the page. You will see a button labeled "Enroll". Click this button.



F

Training Details



Your request for this training was approved.

F. Enrollment Approval

When you enroll in a training, you will see a green circle with a check mark at the top of the page followed by the message “Your request for this training was approved”.

G

Directions

This training will be hosted in Room 309 at City Hall.

Enrollment deadline

10/29/2018

Cancel enrollment

Add to calendar

G. Additional Options

You also have the option to cancel your enrollment in the selected training at any time, or to add the selected training to your Microsoft Outlook calendar.