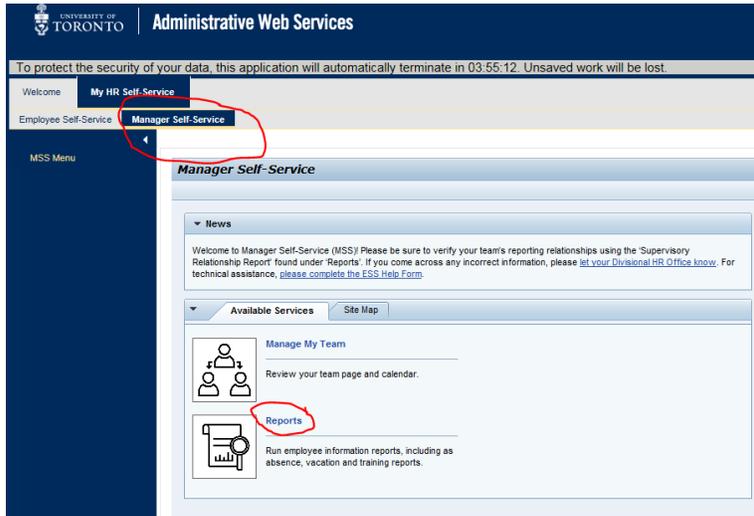


EHS002 Basic Health and Safety Awareness Training – How to find training records in the Manager Self-Serve (MSS) - August 2018

1. Log into the Employee Self-Service: <http://aws.utoronto.ca/services/employee-self-service-ess/> OR the Manager Self-Service” <http://aws.utoronto.ca/services/manager-self-service-mss/>
2. Click the “Manager Self-Service” on the right hand side and then click “Reports”



3. Under “My Reports,” click “University Training Report.”
4. Entering the appropriate Reporting Period and then click “Run Report.”
5. The training is called “Basic H&S Awareness”

