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: <u>http://aws.utoronto.ca/services/employee-self-service-ess/</u> OR the Manager Self-Service" <u>http://aws.utoronto.ca/services/manager-self-service-mss/</u>
- 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"

University Training Report	
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