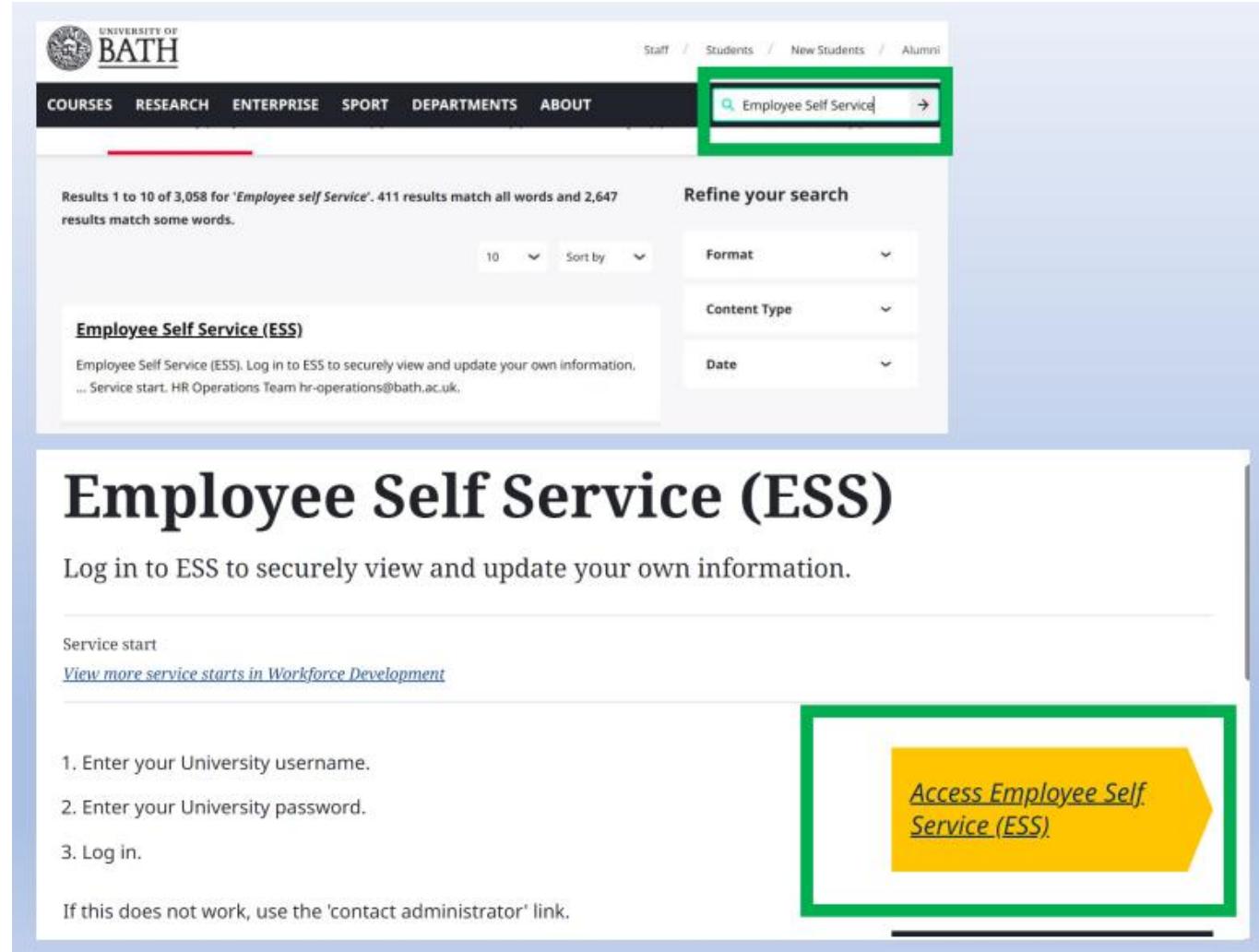


Mandatory Training

Checking your training on

Employee Self Service (ESS)

1. Login to Employee Self Service (ESS) search this on the staff landing page.



The image shows two screenshots of the University of Bath website. The top screenshot is the staff landing page. The search bar contains the text 'Employee Self Service' with a green rectangular box highlighting it. Below the search bar, the results for 'Employee self Service' are displayed, showing 1 to 10 of 3,058 results. The first result is 'Employee Self Service (ESS)', which is also highlighted with a green box. The bottom screenshot is the 'Employee Self Service (ESS)' login page. It features the title 'Employee Self Service (ESS)' in large bold letters, a sub-instruction 'Log in to ESS to securely view and update your own information.', and a list of three steps: '1. Enter your University username.', '2. Enter your University password.', and '3. Log in.'. To the right of the steps is a yellow button with a green border and a green arrow pointing right, containing the text 'Access Employee Self Service (ESS)'. The entire bottom screenshot is also highlighted with a green box.

UNIVERSITY OF BATH

Staff / Students / New Students / Alumni

COURSES RESEARCH ENTERPRISE SPORT DEPARTMENTS ABOUT

Employee Self Service

Results 1 to 10 of 3,058 for 'Employee self Service'. 411 results match all words and 2,647 results match some words.

Refine your search

10 Sort by Format

Content Type

Date

Employee Self Service (ESS)

Employee Self Service (ESS). Log in to ESS to securely view and update your own information.
... Service start. HR Operations Team hr-operations@bath.ac.uk.

Employee Self Service (ESS)

Log in to ESS to securely view and update your own information.

Service start

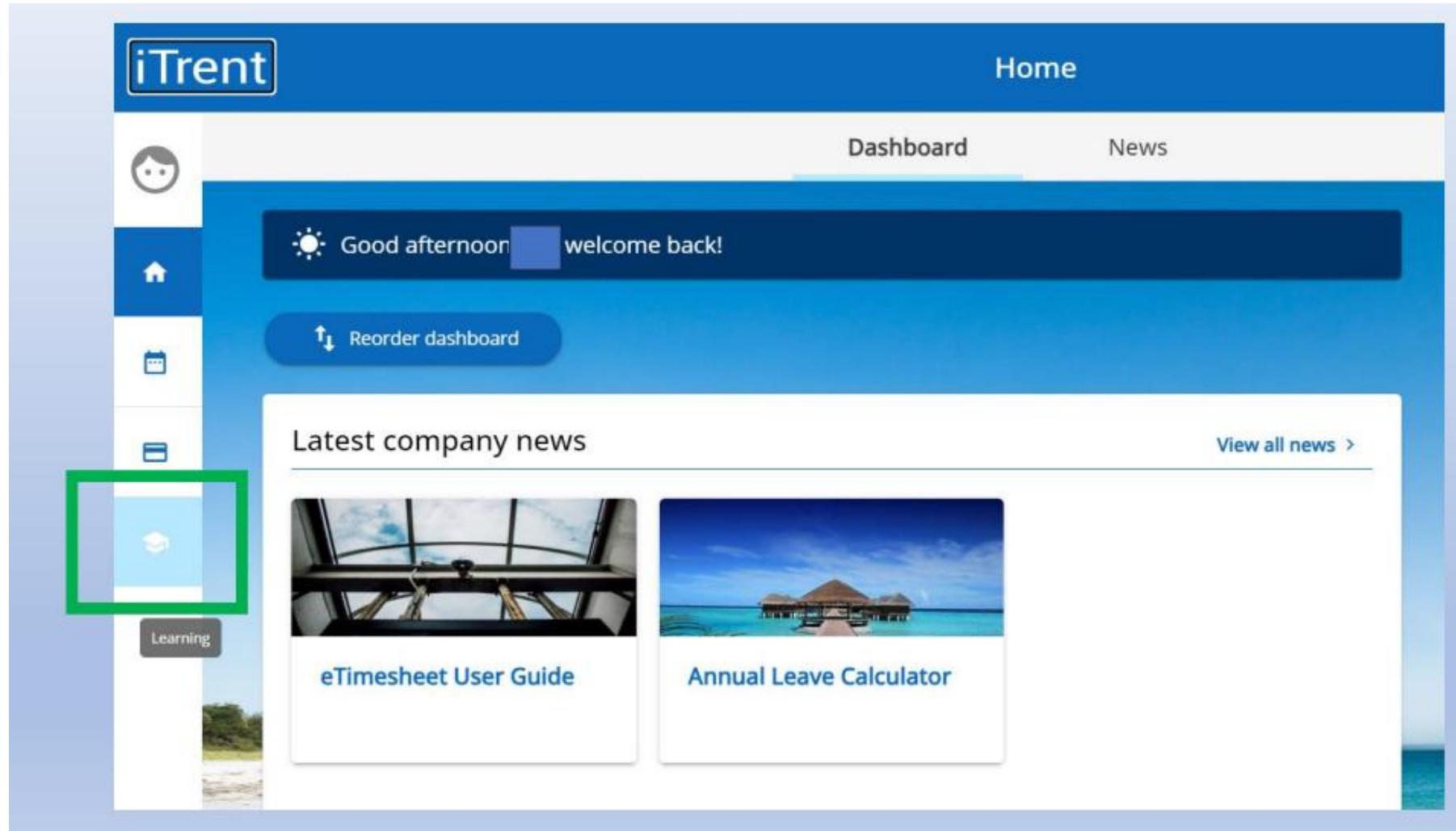
[View more service starts in Workforce Development](#)

1. Enter your University username.
2. Enter your University password.
3. Log in.

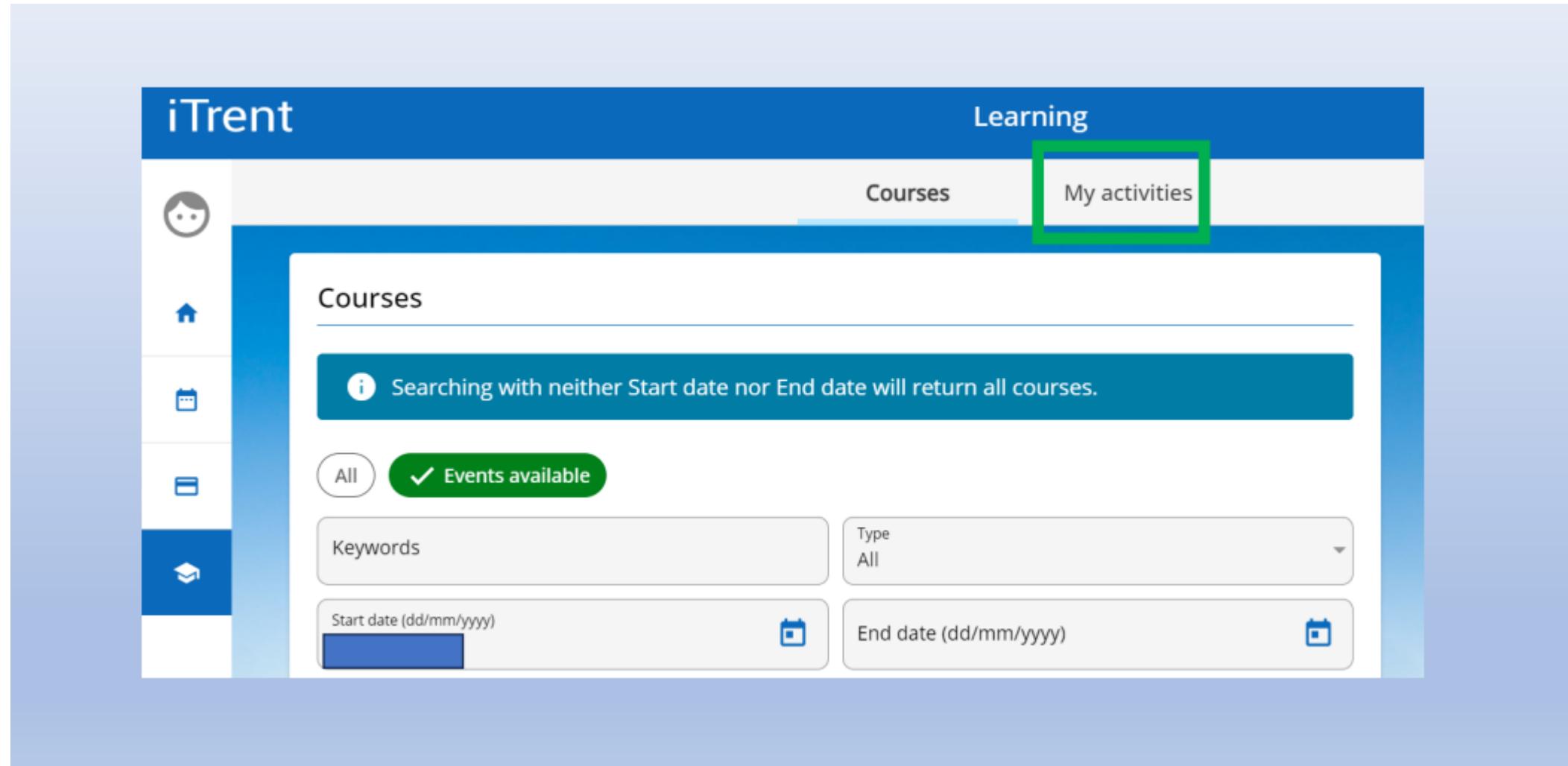
If this does not work, use the 'contact administrator' link.

Access Employee Self Service (ESS)

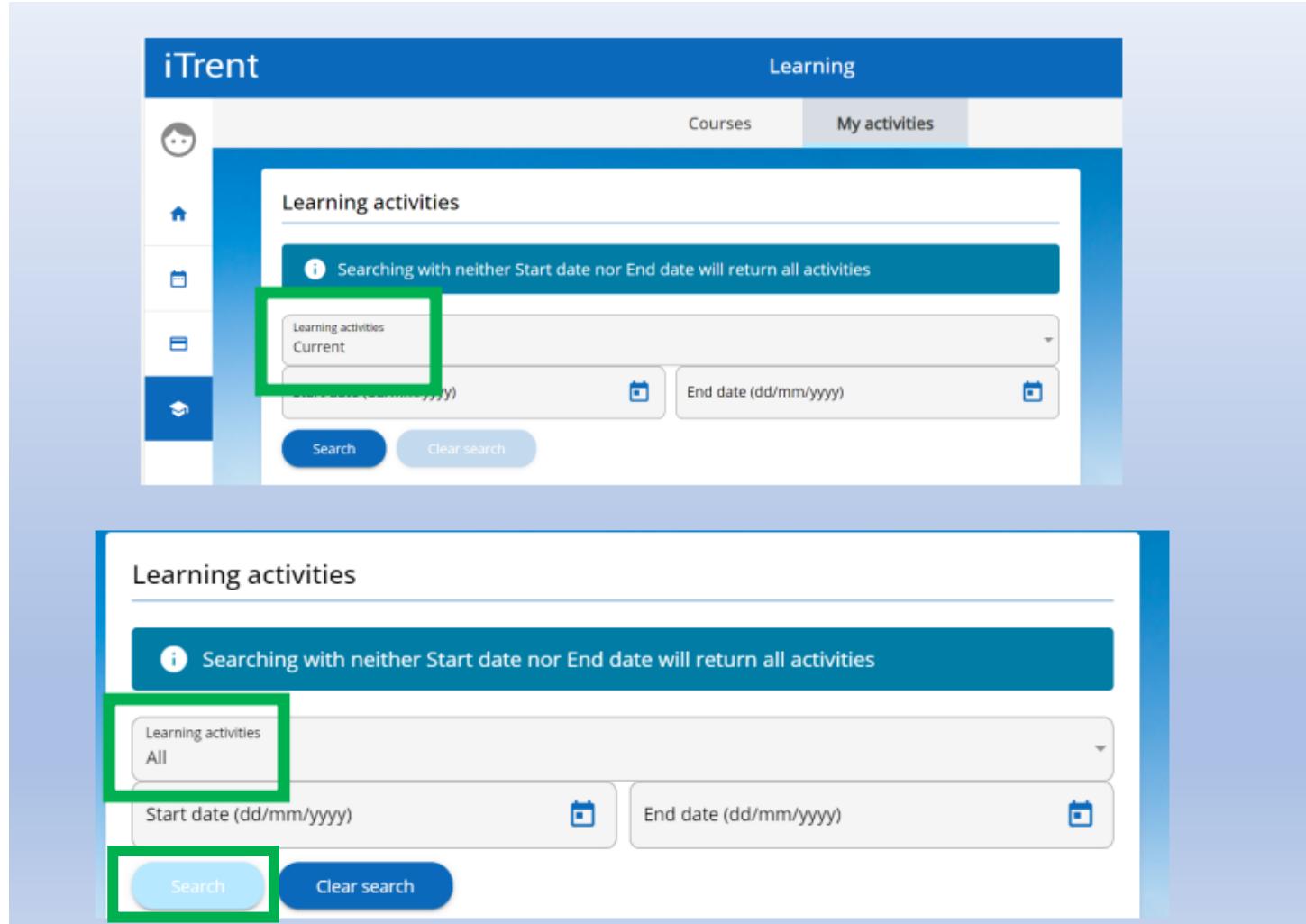
2. Click on “Learning” on the left-hand side of the screen, underneath the “Home”, “My Time” and “My Pay” icon.



3. Click on “My Activities” at the top of the page.



4. Change the drop-down list of Learning Activities from “Current” to “All” and click “Search.”



The image shows two screenshots of the iTrent Learning activities search interface, illustrating the step-by-step process.

Top Screenshot: The 'Learning activities' dropdown menu is open, showing the option 'Current' highlighted with a green box. The 'All' option is also visible below it. The 'Courses' and 'My activities' tabs are visible at the top of the iTrent interface.

Bottom Screenshot: The 'Learning activities' dropdown menu is open again, but this time the option 'All' is highlighted with a green box. The 'Current' option is visible below it. The 'Courses' and 'My activities' tabs are visible at the top of the iTrent interface.

Search Fields: Both screenshots show 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)' fields with calendar icons. Below these fields are 'Search' and 'Clear search' buttons.

You will find a list of all the training you have completed. This list contains both Mandatory and general training events attended throughout the university.

To check if there is any outstanding Mandatory training you have not completed, please check our website: [Mandatory training for staff](#)

**If you have any concerns about training showing incorrectly in your records, please email:
hrmi@bath.ac.uk**