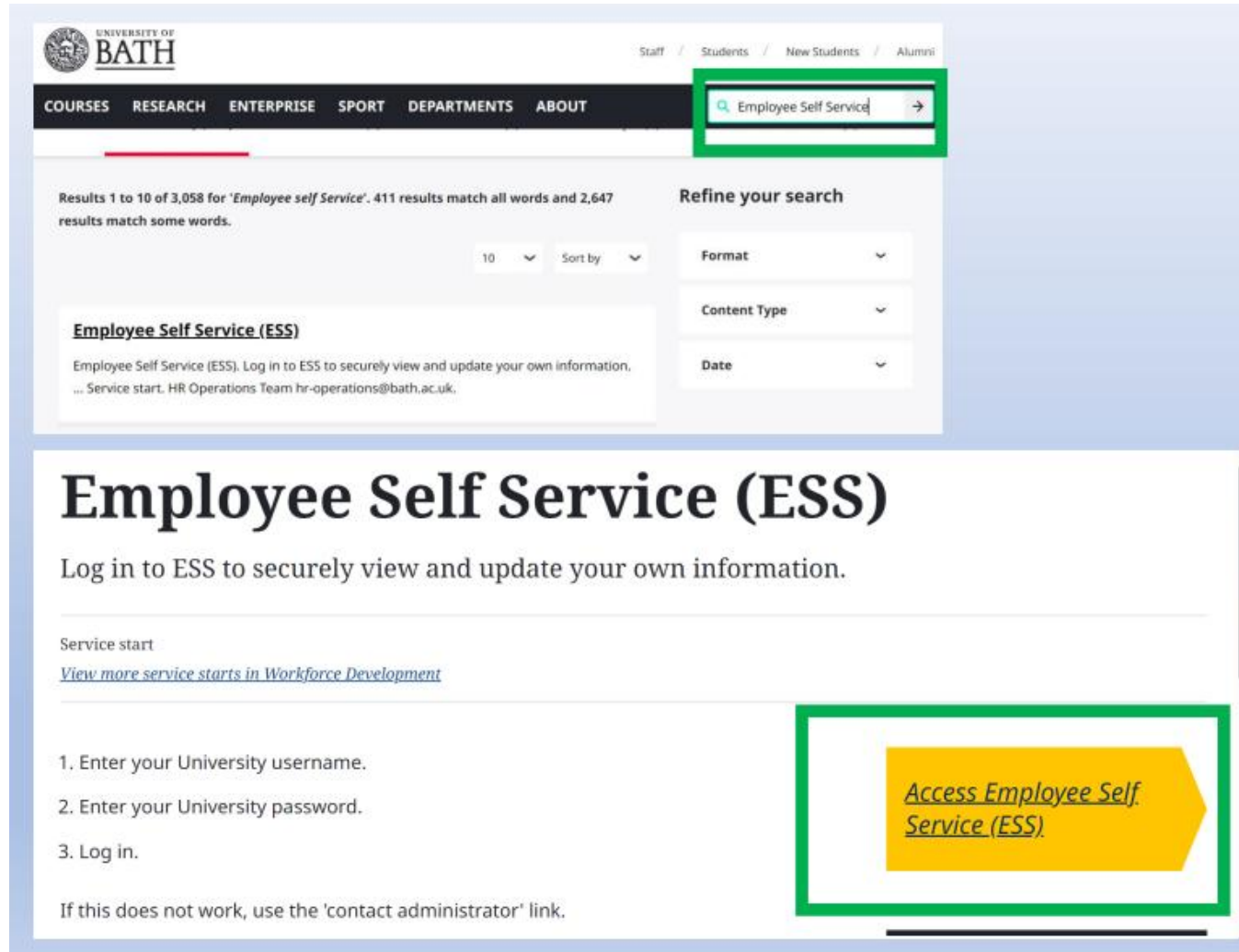


Mandatory Training

Checking your training on Employee Self Service (ESS)

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



The screenshot shows the University of Bath website. At the top, there is a navigation bar with links for COURSES, RESEARCH, ENTERPRISE, SPORT, DEPARTMENTS, and ABOUT. A search bar is highlighted with a green box, containing the text "Employee Self Service". Below the search bar, the results show "Results 1 to 10 of 3,058 for 'Employee self Service'. 411 results match all words and 2,647 results match some words." The first result is "Employee Self Service (ESS)", which is highlighted with a green box. The description of the result says: "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." Below the search results, the page title "Employee Self Service (ESS)" is displayed. The main content area says "Log in to ESS to securely view and update your own information." and "Service start" with a link "View more service starts in Workforce Development". A list of steps is provided: 1. Enter your University username. 2. Enter your University password. 3. Log in. A yellow arrow pointing right with the text "Access Employee Self Service (ESS)" is highlighted with a green box. At the bottom, it says "If this does not work, use the 'contact administrator' link."

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.

10 Sort by

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.

Refine your search

Format

Content Type

Date

Employee Self Service (ESS)

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

Service start

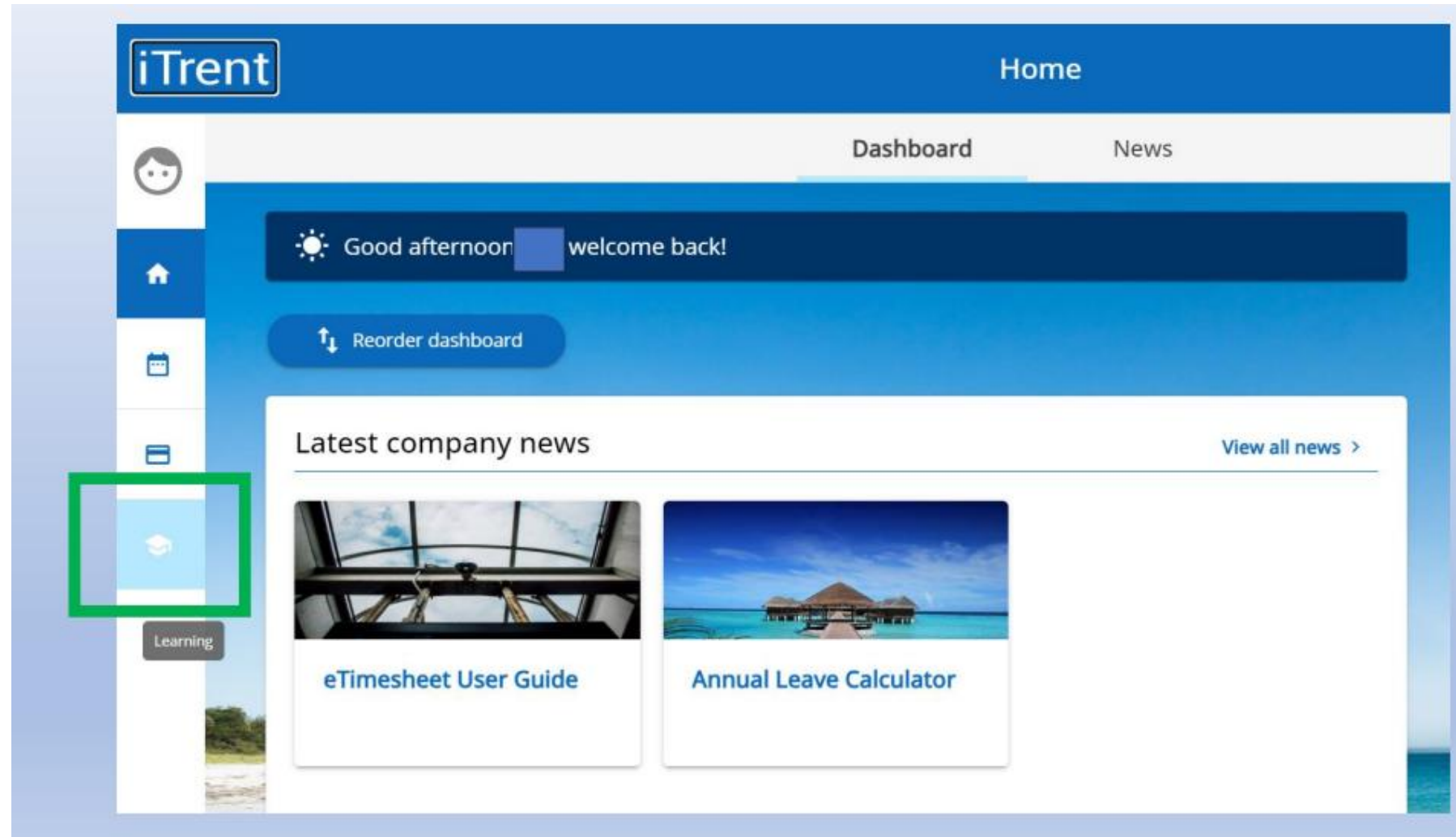
[View more service starts in Workforce Development](#)

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

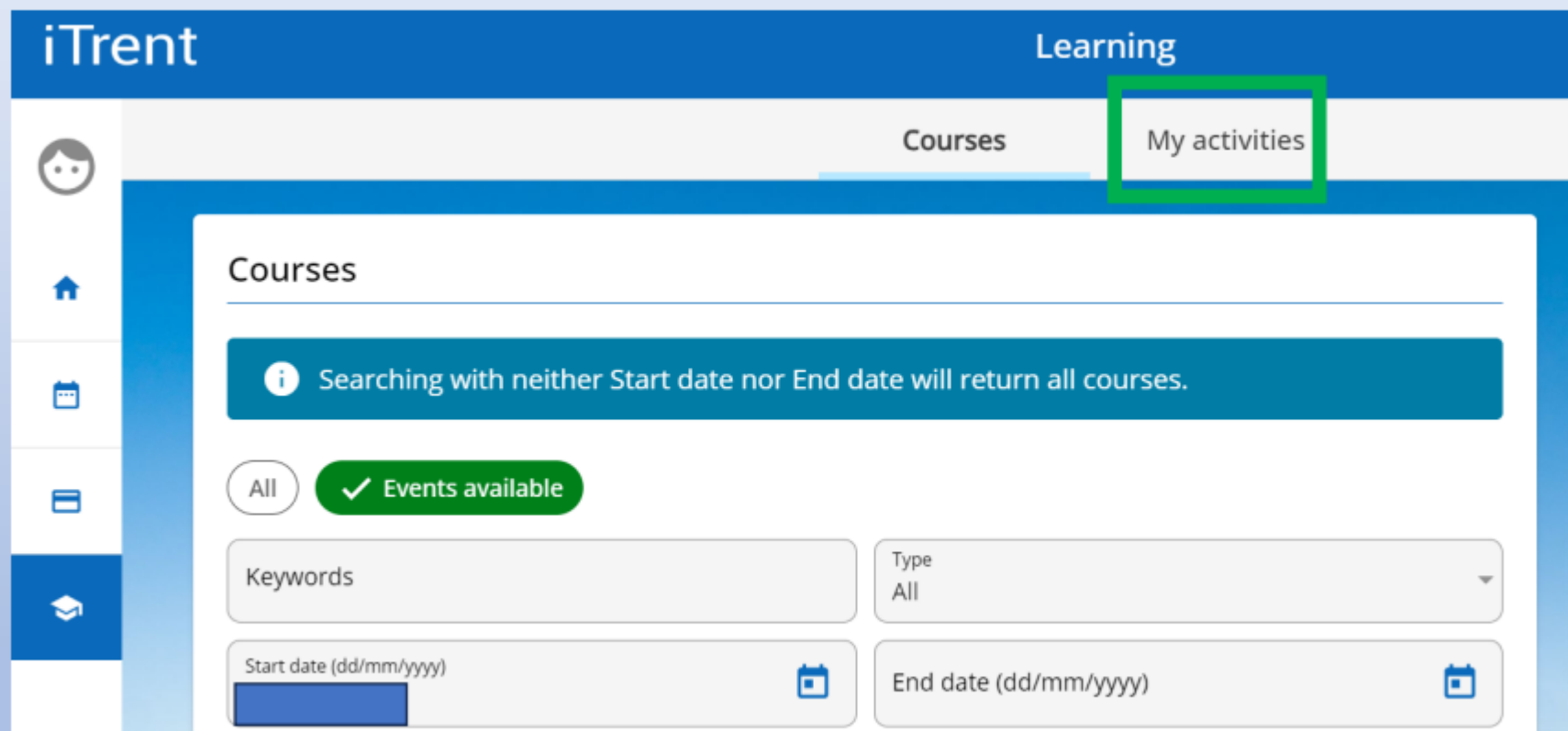
If this does not work, use the 'contact administrator' link.

[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.

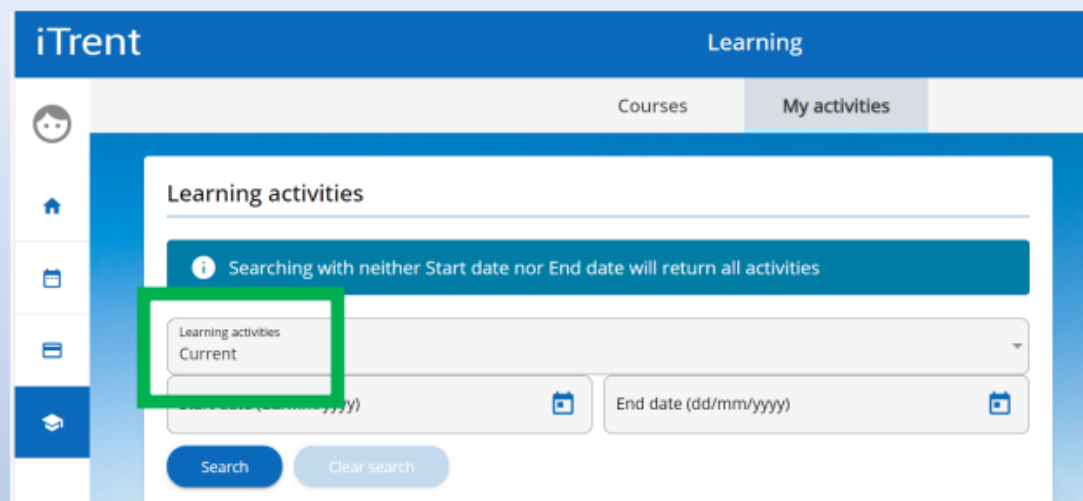


3. Click on “My Activities” at the top of the page.

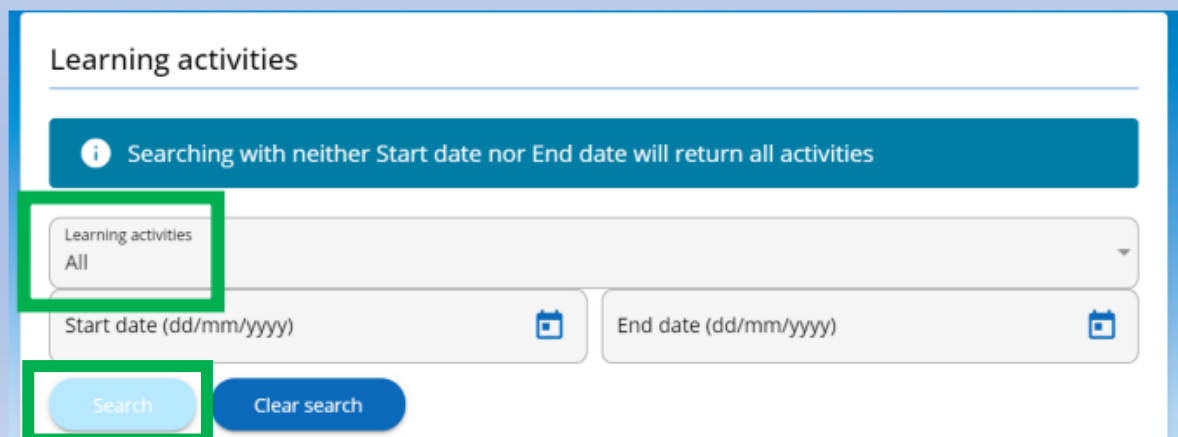


The screenshot displays the iTrent Learning interface. At the top, the 'iTrent' logo is on the left, and the 'Learning' section is on the right. Below 'Learning', there are two tabs: 'Courses' and 'My activities'. The 'My activities' tab is highlighted with a green rectangular box. On the left side of the interface, there is a vertical sidebar with icons for a user profile, home, calendar, and a graduation cap. The main content area is titled 'Courses' and contains a blue information banner that reads: 'Searching with neither Start date nor End date will return all courses.' Below this banner, there are two filter buttons: 'All' and 'Events available' (which is highlighted in green). Further down, there are search filters including a 'Keywords' text input, a 'Type' dropdown menu set to 'All', and two date selection fields labeled 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon.

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



The screenshot shows the iTrent Learning interface. The top navigation bar has 'iTrent' on the left and 'Learning' on the right. Below this, there are tabs for 'Courses' and 'My activities'. The 'My activities' tab is active. The main content area is titled 'Learning activities'. A blue banner with an information icon states: 'Searching with neither Start date nor End date will return all activities'. Below this is a search form. The 'Learning activities' dropdown menu is open, showing 'Current' as the selected option. To the right of the dropdown are two date input fields: 'Start date (dd/mm/yyyy)' and 'End date (dd/mm/yyyy)', each with a calendar icon. At the bottom of the form are two buttons: 'Search' and 'Clear search'.



This screenshot shows the same iTrent Learning interface as the previous one, but with the 'Learning activities' dropdown menu set to 'All'. The 'Search' button at the bottom left of the form is highlighted with a green box. The rest of the interface, including the banner, date fields, and 'Clear search' button, remains the same.

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**