

# PA TELEWORK

## Employee Telework Training Instructions

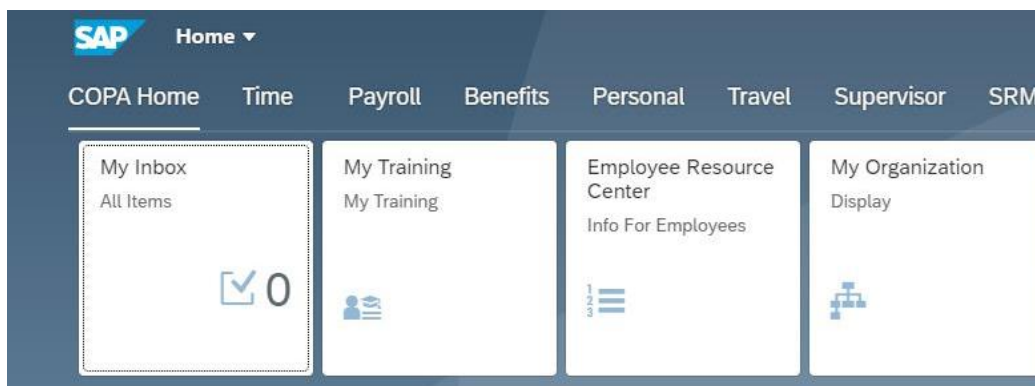
When notified by their Agency Telework Coordinator (ATC) to do so, employees will take the “Telework Acknowledgement” web-based training during the approval journey.

Employees will register for, and complete, the “Teaming in Telework” web-based training within three months of their telework request being completed by the ATC.

Telework training courses can be found in Employee Self Service > My Training (LSO) > Enterprise Training for All Agencies > Enterprise Telework Training course group.

You may register for these courses by following the steps below:

1. Go to Employee Self Service (ESS) at [www.myworkplace.pa.gov](http://www.myworkplace.pa.gov). Make sure you are using the Microsoft Edge web browser.
2. Select the **My Training** tile.



3. Select **Enterprise Training for All Agencies** (under the Course Catalog)

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Course Catalog
<ul style="list-style-type: none"><li>▪ <a href="#">Enterprise Business Process DGS</a></li><li>▪ <a href="#">Capitol Police Safety Trainings</a></li><li>▪ <a href="#">Education</a></li><li>▪ <a href="#">Revenue</a></li><li>▪ <a href="#">PA Historical &amp; Museum Commission</a></li><li>▪ <a href="#">Health Enterprise Training</a></li><li>▪ <a href="#">General Government DC</a></li><li>▪ <a href="#">Conservation &amp; Environment-Enterprise</a></li><li>▪ <a href="#">Employment Banking &amp; Revenue DC</a></li><li>▪ <a href="#">Commonwealth University - Formerly KAL</a></li><li>▪ <a href="#">Enterprise Development Programs</a></li><li>▪ <a href="#">Enterprise Training for All Agencies</a></li></ul>

3. Select: **Enterprise Telework Training** (under the Subject Area; you might need to scroll down to find this)

Assigned Subject Areas
<b>The following subject areas are assigned to the subject area currently displayed:</b>
Subject Area
<a href="#">BEB, Financial Wellness</a>
<a href="#">BPS Summit</a>
<a href="#">Budget, Enterprise Finance Series</a>
<a href="#">Continuity of Operations Program</a>
<a href="#">Enterprise Telework Training</a>
<a href="#">Enterprise Web-based Training</a>
<a href="#">Equal Employment Opportunity (EEO)</a>

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4. Select: **The name of the course from above that you wish to register for**

## Subject Area Enterprise Telework Training

[Course Catalog](#) > [Enterprise Training for All Agencies](#) > Enterprise Telework Training

### Assigned Courses

The following courses are assigned to the subject area currently displayed:

Course	Delivery Method
<a href="#">TMCP Managing Telework Teams</a>	Web-Based Training
<a href="#">TMCP Managing for Continued Excellence</a>	Web-Based Training
<a href="#">TMCP Managing for Results</a>	Web-Based Training
<a href="#">Teaming in Telework</a>	Web-Based Training
<a href="#">Telework Acknowledgement</a>	Web-Based Training

5. Select **Book this course** (you might need to scroll down to find this)

### Links to More Information

- [Accessible Version](#)

### Book

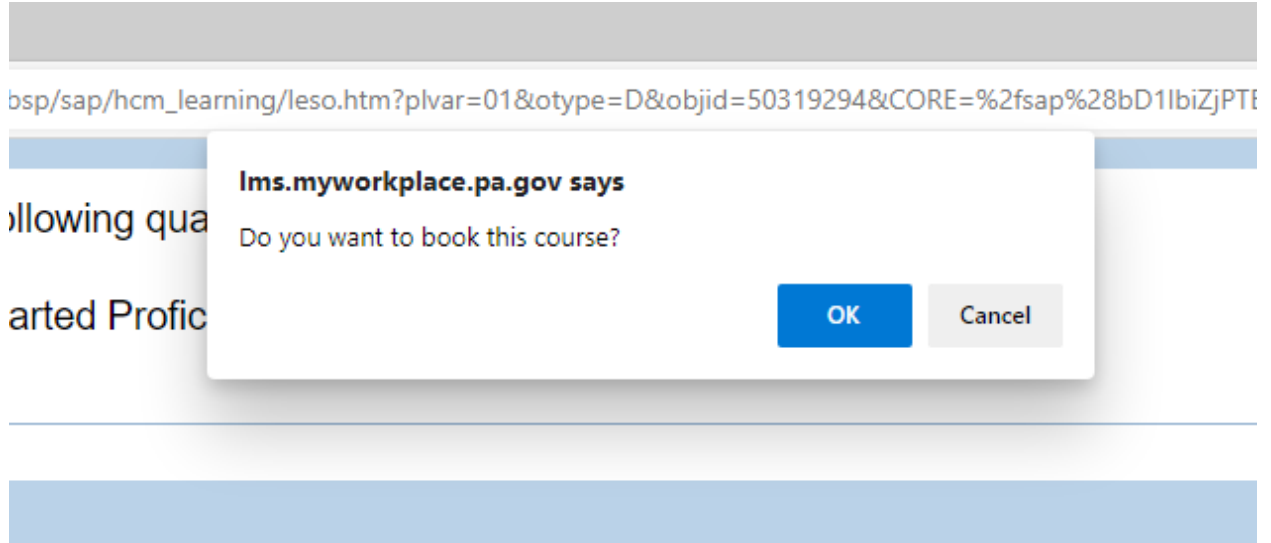
The results of the prerequisites check indicate that you can book this course.

[Book this course](#)

[Refresh](#)

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6. Select: **OK** when “Do you want to book this course?” confirmation window appears.



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