Applying for TEDI training courses through ESS

The following are instructions to apply for TEDI training courses through Employee Self Service (ESS). This process will allow you to notify and obtain approval from your supervisor before your nomination is processed through TEDI.

ESS can be found by going to the UQ homepage > Current Staff > ESS Logon

1. Log onto ESS

   ![Log onto ESS](image1)

   If you have forgotten your username and password, please contact Ron Hasan on 52675

2. Ensure your assigned Supervisor is correct, this is stated on the ESS homepage. If it is incorrect press the My Supervisor icon to display the page below.

   ![My Address and Contact Details](image2)
Click on the word ‘Modify’ to change your supervisor.

3. Return to the ESS Homepage.

4. Go to the ‘My Menu’ bar at the top of the page and select ‘Training’ from the drop down menu.

5. Your Training History will then be displayed. Go to the ‘This Page’ menu bar at the top and select ‘Handbook’ from the drop down menu.
The Training Handbook will appear with a list of **Learning Areas**.

6. If you are not sure what ‘Learning Area’ the course you want to apply for is in, select the ‘All Learning Areas’ – the last option, by clicking the arrow. This will display a list of all courses under their ‘learning area’.

7. Scroll through until you find the correct course and click on the arrow.
This screen will display the Description of the course, Availability, Cost and Administration.

8. Select which day and time you would like to attend by clicking the word ‘Apply’ to the right (NB: you may need to scroll your screen across to the right to see ‘Apply’).

9. Click on ‘Select the person shown above’
This screen will then be displayed with your Training Course Details.

10. Select a ‘Reason for your Nomination’ from the drop down menu and click on the SUBMIT button.

This will then forward an email to your supervisor asking for approval, once it has been approved it will go through to TEDI and you will receive a confirmation email.

Please note, once you have submitted your nomination you are unable to cancel the course through ESS. You will need to contact TEDI (52788) and advise them that you are withdrawing.

If you have any further questions please contact Human Resources.