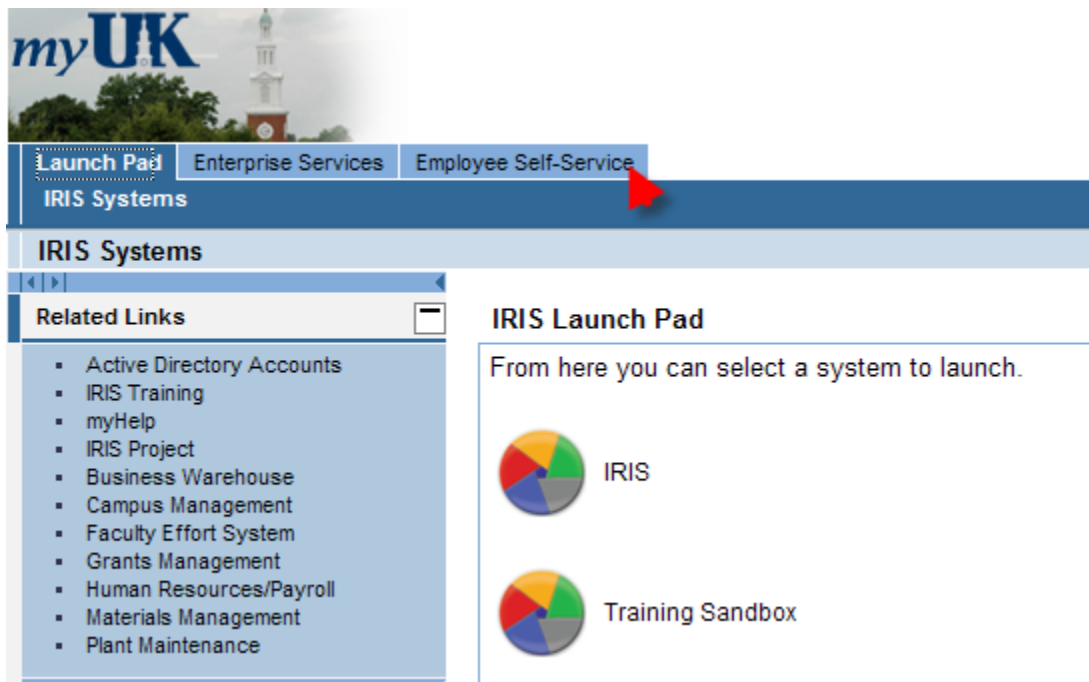


# How to check your SAP/BW TRAINING RECORD

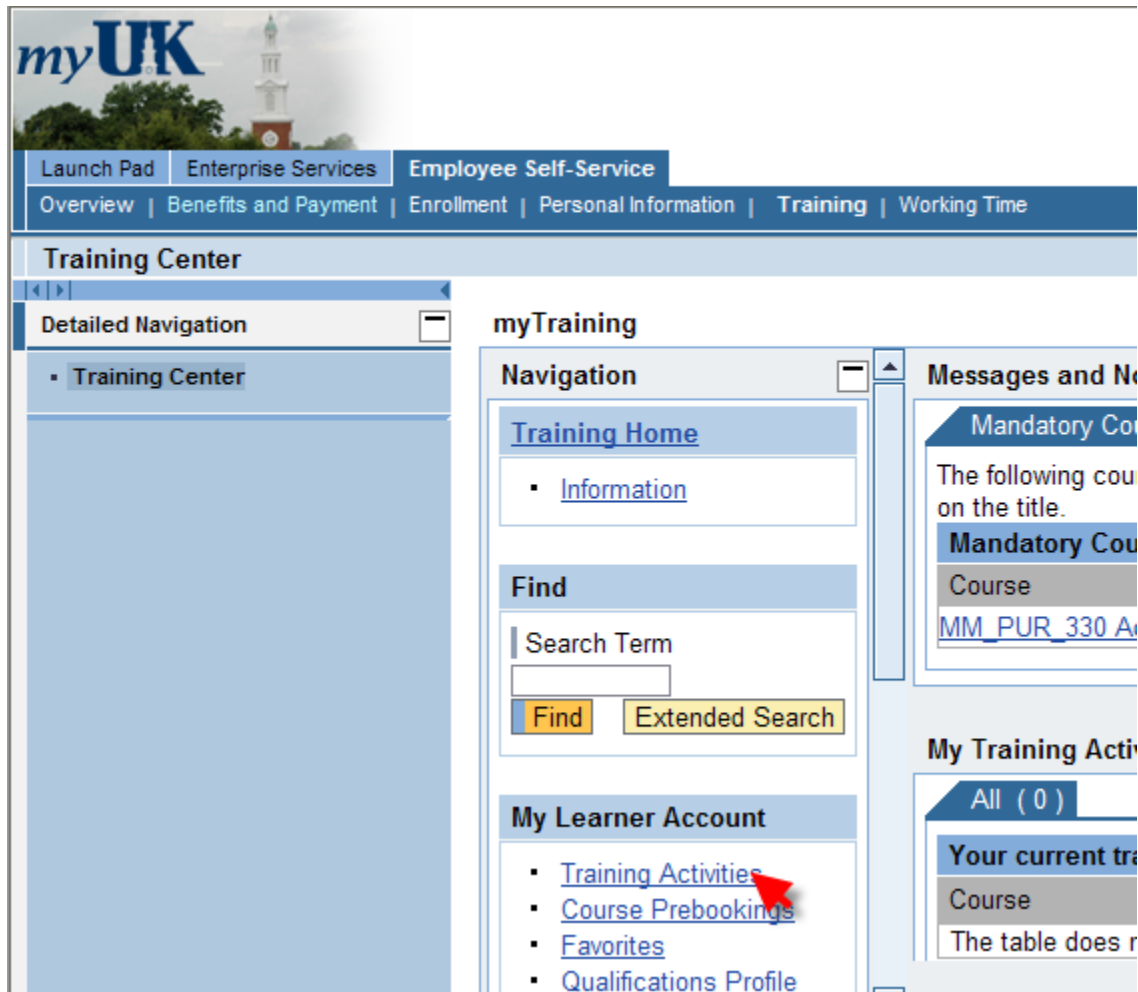
1. Go to the IRIS launch pad and click on the Employee Self-Service tab.



2. Click on Training.



3. Click on Training Activities.



This will take a minute or two to run. Then the screen will display all of the user's training activities, including courses yet to take and completed courses.