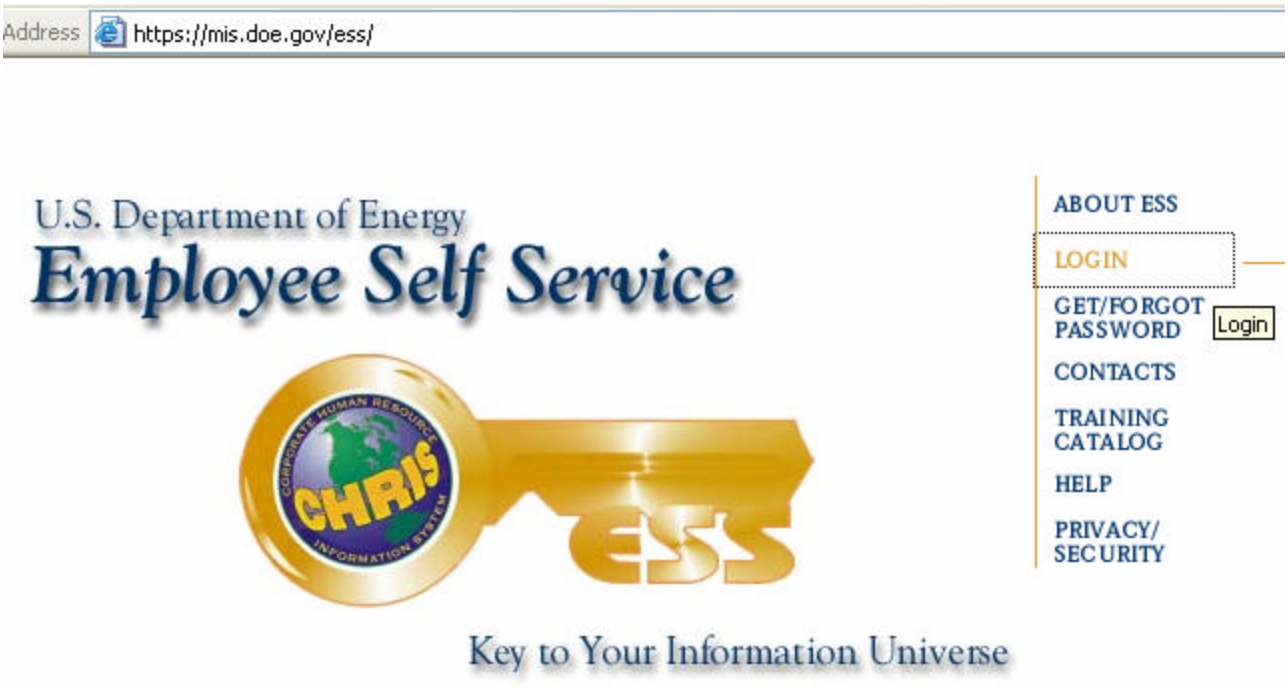
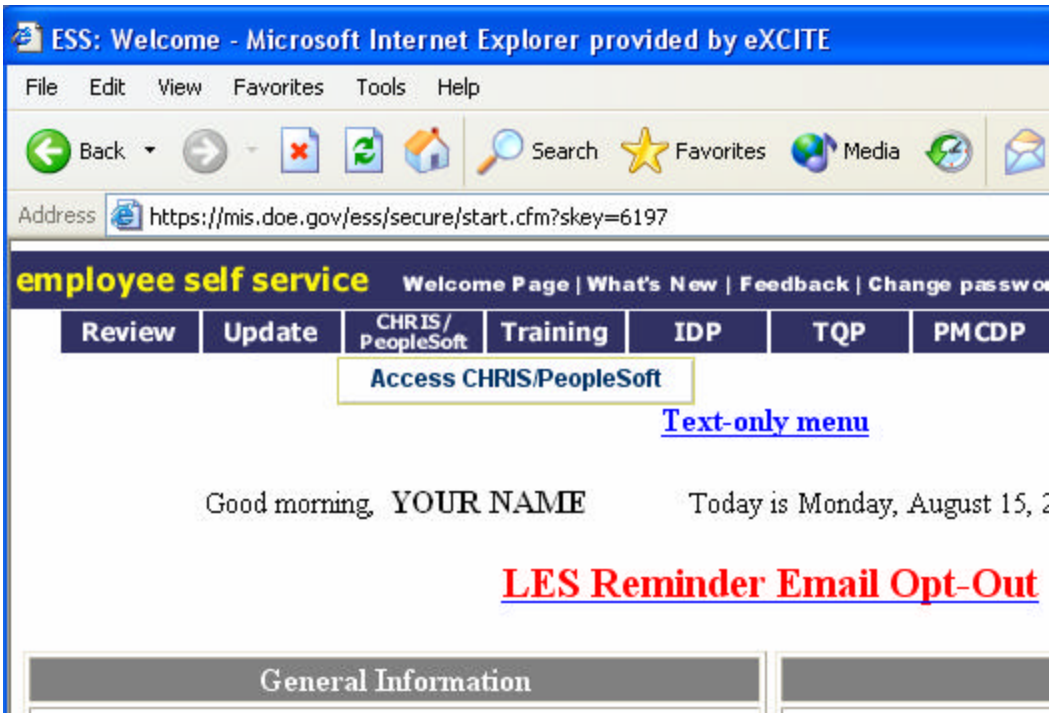
EH Workflow – Employee User Profile Set Up

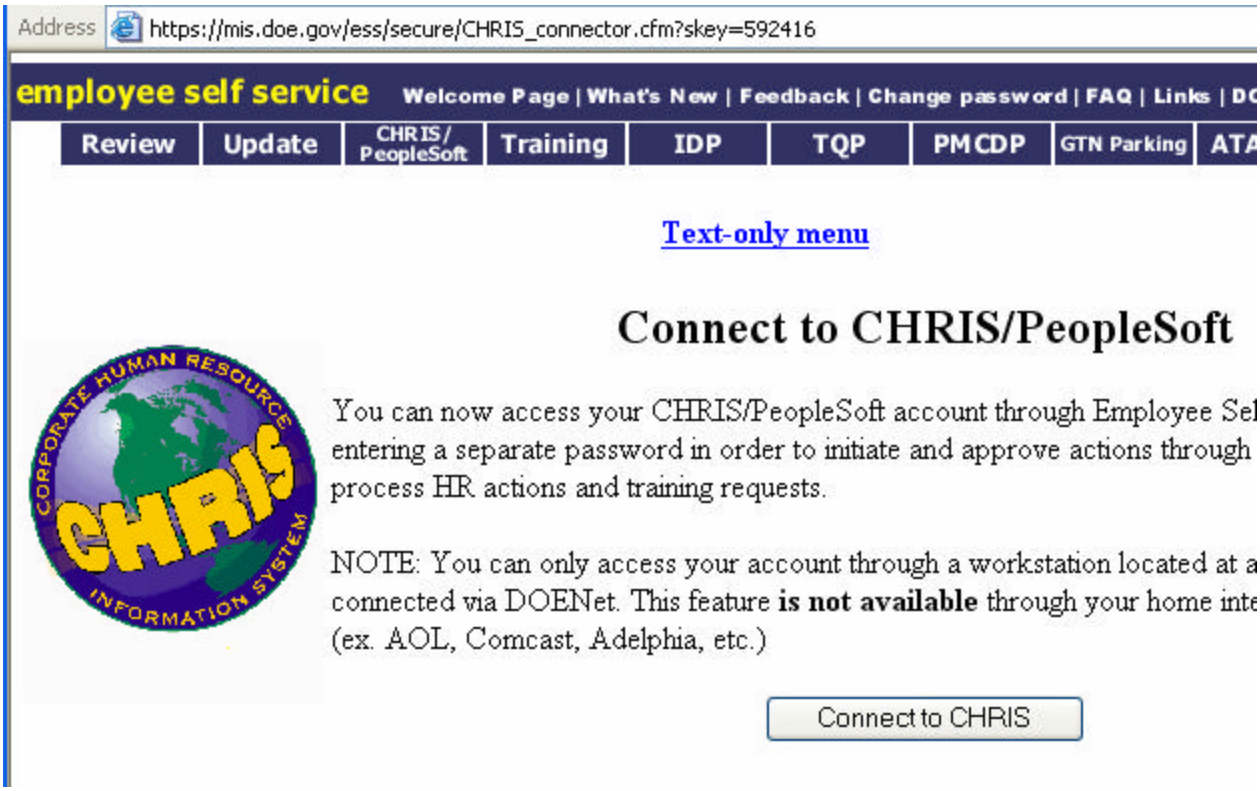
1. Log in to Employee Self Service (ESS)



2. Once at main page – move mouse to CHRIS / PeopleSoft on menu bar, then to Access CHRIS/PeopleSoft and click

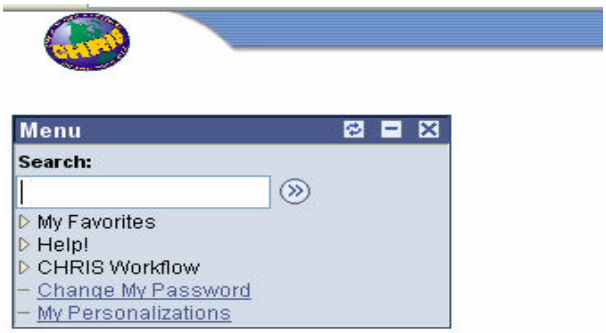


3. At the "Connect to CHRIS / PeopleSoft" page click on the "Connect to CHRIS" button (*if you get an error message, close the window, back to the Connect to CHRIS and click again, you should be able to access this time).*

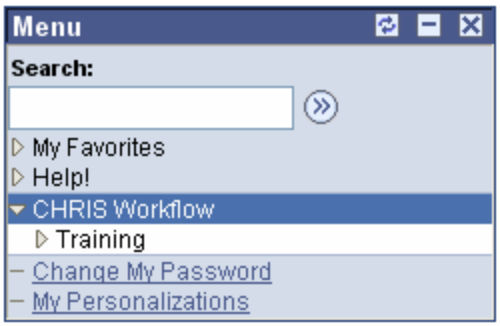


4. Once into the CHRIS system, click on:

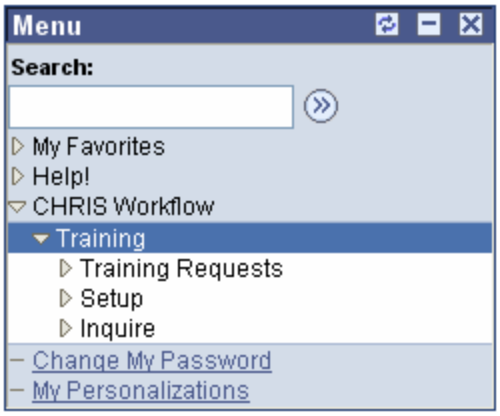
- CHRIS Workflow



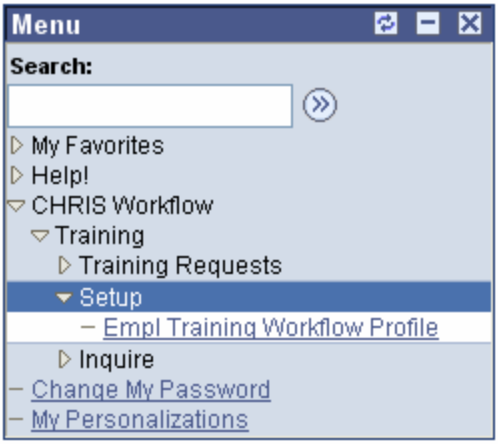
- Training



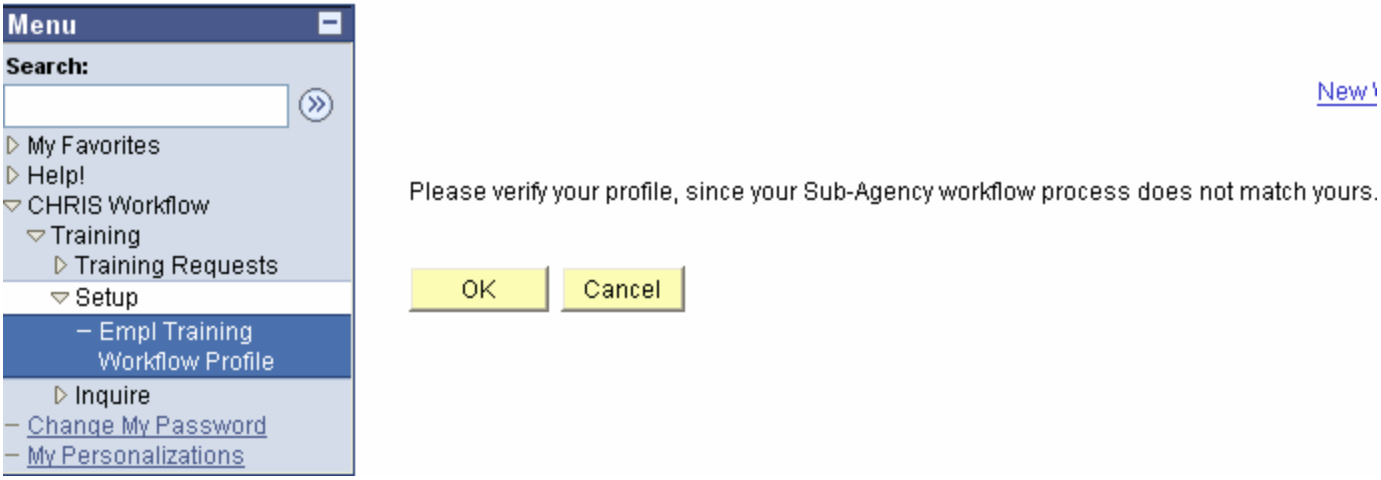
- Setup



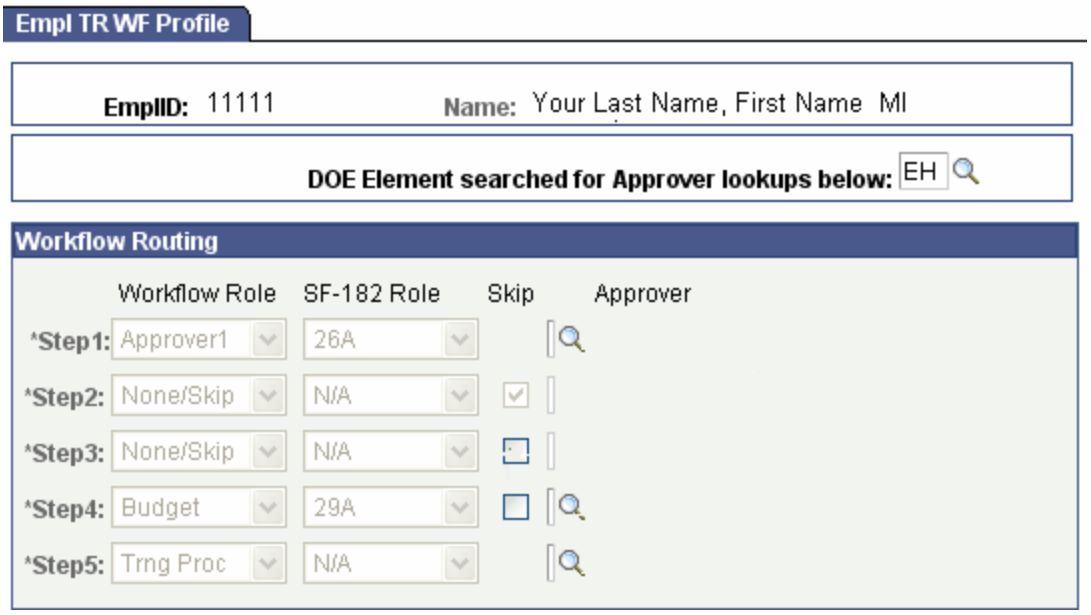
- Empl Training Workflow Profile



5. You will get one of two screens possible – If this is the screen – Click the yellow "OK"

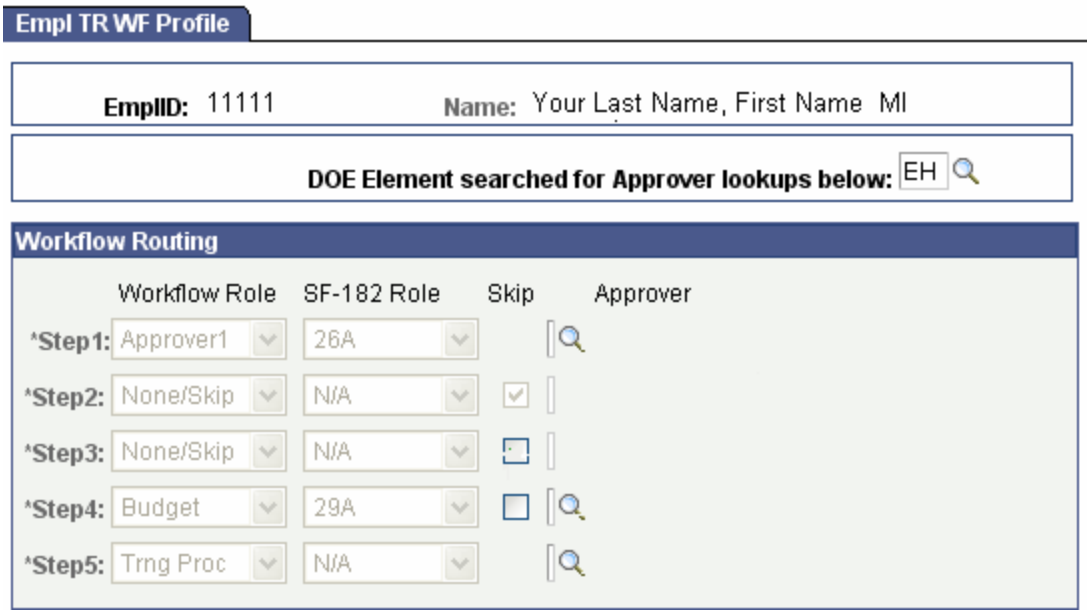


If this is the screen – go to step # 6 below

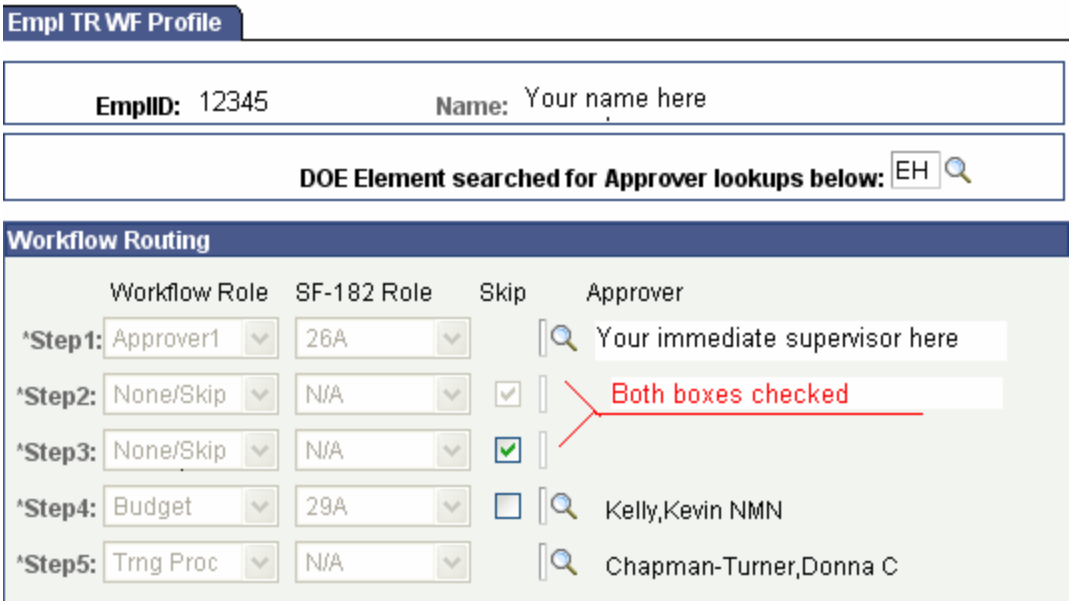


6. At the Profile page, you will:

- Step 1 – Click on the magnifying glass icon, this will produce a list of Level 1 approvers, click on your **immediate** supervisor for "Approver 1"
- Step 2 – this should be greyed out and the "skip" box checked, **if not** click on the "skip" to enter a check mark change the SF182 status to "N/A"
- Step 3 - click on the "Skip" box, this will enter a check mark and change the SF182 status to "N/A"
- Step 4 – Click on the magnifying glass and select Kevin Kelly of Planning and Administration (EH-7) for "Budget",
- Step 5 - Click on the magnifying glass and select Donna Chapman-Turner as "Trng Proc"



Sample of Completed Profile:



7. Once you have completed this process
   - Scroll down to bottom of page
   - Click on Yellow “SAVE” button at bottom left of page
   - When you see the word “SAVED” appear/flash in the upper right corner of the page, the “Setup” process has been completed.

You can now create and have approved training requests.