

ICON Presentation on Union Recertification Election

The steps that follow will allow you access to view the 7-minute video:

1. Log in to Employee Self-Service
2. Select the “Personal” tab
3. In the “Learning and Development” box click on “My Training”
4. Choose the “Enroll in Courses” option near the top of the page
5. Enter “union” in the Course Title search box (Ignore the course number box)
6. Click on “Search Courses”
7. Course #WUNION, titled “Union Recertification Elections” will appear.
8. Click on “View Details” under “Actions”
9. Click on “Enroll in Session” button or “View ICON Course” button
10. Click on “Follow this link to start the tutorial”
11. View the video, download and print the reference sheet