

Navigation Note
How to search

IT System	Group Account
Date	30/06/2021
Owner	SGRE HR ORG&DEV WU

Phase	Explanation	Navigation
Login to Group Account	<ol style="list-style-type: none"> From the main SG Training Web page go to My Group Account. 	
Perform the search	<ol style="list-style-type: none"> Enter your search values in the different categories. NB! Please remember to put in % before the org. code and cost center to ensure seeing every employee, e.g. %ON EXT Click the search button You must scroll down to see the search results. 	