Workday Learning allows you to submit requests for courses you would like to take **and** notifies you when you have been enrolled in a course that you need to complete. Click on the hyperlink to go to the section you need:

- How to search for courses by topic
- How to enroll in a Workday Learning course
- How to access the Workday Learning courses you enrolled in or are assigned to you
- How to drop an optional Workday Course
- How to find and view your Transcripts, Completed Training, and <u>Certifications</u>

HOW TO SEARCH FOR COURSES BY TOPIC:

1. Click on Menu and then click on the Learning app



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2. Scroll down and click on the Browse Topics link



3. Click on the **Topic** to get a list of the associated courses



4. View the list of courses available

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HOW TO ENROLL IN A WORKDAY LEARNING COURSE

Enrollment steps vary by the course format (In-Person or Self-Directed).

For In-Person Courses:

1. Click on Menu and then click on the Learning app



2. Scroll down and click on the Browse Learning link



3. Enter the name of the course you would like to take and click Search

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On Der	es Enrollment (10283) mand (615) tent Provider		JNET 6: First Look Carciau adout what the release of JNET 6 means for developers? Join instructor Matt Millin (115) release. This UTS release—the first to include the unified JNET platform—includes cha 1 hour - 0 enrolled		

4. Click on the course icon or name

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5. Read the course description and click on the Select Offering button



6. Click the **Select Offering** box next to the course with the time/date you would like to take the course and click **OK**

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7. Review your selection and click Submit

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8. A pop-up You have submitted displays. The course shows as Pending Approval for DOT employees (External Users do not have the Pending Approval process)

, 13 13 13 13 13 13 13 13 13 13 13 13 13	Strategies for Ac Balance Do you fel as if you're too busy to erjoy your own life? Are you ready to discover what is important and how to make time for things that matter most at home and at work? The Windshield and the Rearview Miror provides employees with a variety of strategies that will support them in determining their protites and how to spend their time, resulting in a newfound peace of mind. Participants will learn how to transform dises into action and enoig at littleme of satisfactor! This is a workshow much of the form.	×	
	ualisumindees mulacuuri anu eigy a menine ur sausacuurir mis is a wursangu much umeen mum	Lessons	Pending Approval Delivery Mode
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	Lessons in This Course Completed 9/2	Save	

Once the course is approved for you to take, click <u>here</u> and follow the steps in the <u>How to access the Workday Learning courses you</u> enrolled in or are assigned to you

For Self-Directed Courses:

These courses are video-based and not led by an instructor.

1. Click on Menu and then click on the Learning app



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2. Click on the Browse Learning link

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		View Course @]	View Course @	Wew Course @	Wew Course
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Note: This link is also found in the Discover tab.

Lea	Learning Home	Discover
ш	My Learning	Explore the Learning Catalog
Ľ	Discover	Browse and filter content to find what you need.

3. Type a keyword in the Browse Learning Content search bar

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Browse	Learning Content 🚥					
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Note: You can also scroll down and click on a facet (e.g., **Topic**) fori a listing of courses related to the topic.

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Browse Learning Content 💼	
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4. Click on the course you would like to take

Browse Learning Content 💼	
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> Content Provider	1 lesson + 1 enrolled

5. Once you have read the course description, click on the **Start Course** button



6. Click the Launch Content button to begin the course



Note: If a **Popup Blocked** message displays, you need to disable popup blockers. Steps may vary based on your browser.



For Chrome: (Edge will have similar steps)

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a. Click More or the three vertical dots in the top right corner



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b. Click **Settings** (towards bottom of pop-up box)



c. Click on the Privacy and security tab (left side of page)



d. Click Site Settings

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e. Scroll down and click Pop-up and redirects

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f. Select the Sites can send pop-ups and use redirects



g. Close the window to return to your Workday page

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7. Click Launch Course



8. The course will display in a pop-up box. Click the box icon in the top, right corner to expand the box



9. Complete the modules/training course



HOW TO ACCESS THE WORKDAY LEARNING COURSES YOU ENROLLED IN OR ARE ASSIGNED TO YOU

You will receive an email and a Workday Notification (bell icon) when a Workday Learning course is assigned to you.

1. Click on the Notification icon



2. Click on the **Enroll in Content** item to find the name of the Workday Learning Course you need to take

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3. Click on Menu and then click on the Learning app

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			Explore the Learning Ca Browse and filter content to fi			

5. Click on Start Course



6. Click Launch Content



Note: If a **Popup Blocked** message displays, you need to disable popup blockers. Click <u>here</u> to go to steps to disable popup blocker in Chrome.



7. Complete the modules/videos/course content



HOW TO DROP AN OPTIONAL WORKDAY COURSE

If you voluntarily enroll in a Workday Learning Course and decide not to take the course, you can **drop** the course. Note, however, that you **cannot** drop a **Required** course.

1. Click **My Learning** in the left-side panel and then click on the course you would like to drop



2. Click Drop Course



3. Click in the Drop Reason field and the click All Reasons



4. Select the most appropriate option and click OK

Drop Learnin	All Reasons All Reasons > Cancelled	Drop Learning Enrollment	×
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	Сапсеі ок	Cancel	

5. Click Submit



Note: You will receive a Notification when you drop a course.

Note: If you receive an



HOW TO FIND AND VIEW YOUR TRANSCRIPTS, COMPLETED TRAINING, AND CERTIFICATIONS

- a. <u>Workday Learning Transcripts</u>
- b. <u>Workday Career > Learning (Workday Learning Courses)</u>
- c. <u>Workday Career > Training (DOTU courses)</u>
- **d.** <u>Workday Career > Certifications (non-DOT courses FEMA, CPA,</u> etc.) and Workday Learning Certifications

1. Workday Learning Transcripts

a. Click on Menu and then click on Learning app



b. Click My Learning (left side panel)



c. Click on View Learning Transcript

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d. Your Workday Learning courses display

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- 2. Workday Career > Learning (Workday Learning Courses)
 - a. Click on your Profile picture / cloud / person icon



b. Click on View Profile



c. Click on the Career tab (left side panel)



d. Click on the Learning tab (top of page) to view your Workday Learning Courses

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- 3. Workday Career > Training (DOTU courses)
 - a. Click on your Profile picture / cloud / person icon



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b. Click on View Profile



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c. Click on the Career tab (left side panel)



d. Click on the Training tab (top of page) to view your DOTU courses



- 4. Workday Career > Certifications (non-DOT courses FEMA, CPA, etc.) and Workday Learning Certifications
 - a. Click on your Profile picture / cloud / person icon



b. Click on View Profile



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c. Click on the Career tab (left side panel)



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d. Click on the **Certifications** tab (top of page) to view (or add) non-DOT courses (e.g., FEMA, CPA, etc.) and certifications earned through Workday Learning

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률 Job nt Compensatio		FEMA ICS 200 - DOT Emergency Management	DOT Emergency Management	12/12/2022		Edit	Remove
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