


Complete Training on Desktop

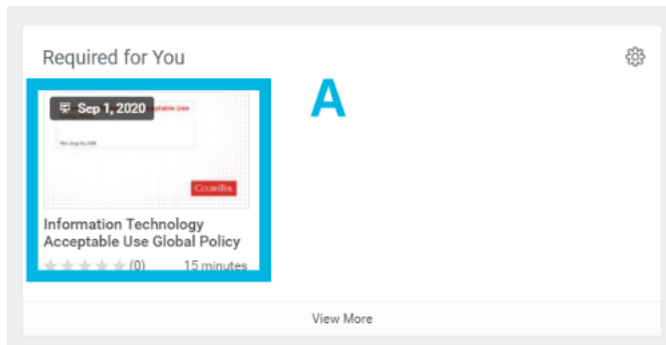
Overview

This job aid explains where you can find and complete your learning assignments.

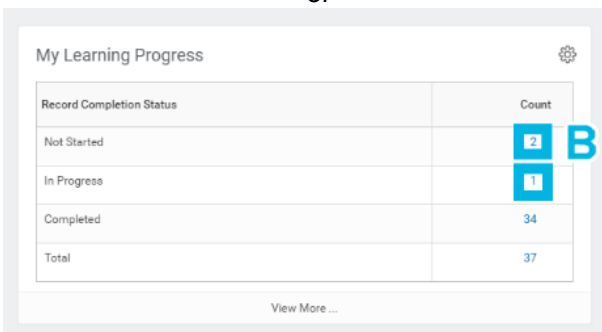
Who Does This: Employees

Things to Know:

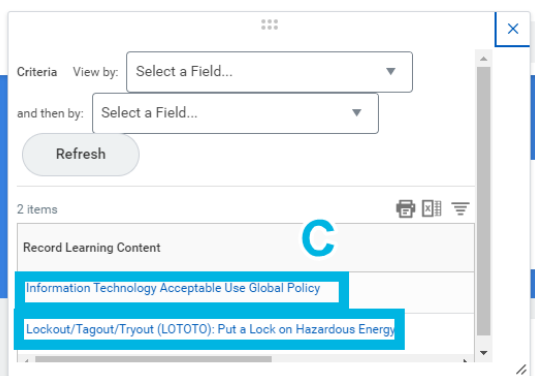
- Use this job aid to complete Learning assignments.
- **Google Chrome**  is the recommended Internet browser for Workday.
- Regularly monitor your Learning Worklet for new assignments.



or



or



Step 1

Select the Learning Worklet and:

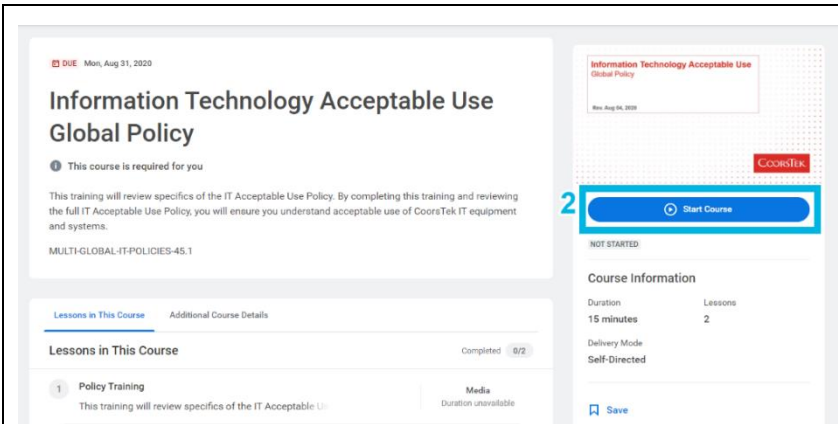
- A)** Select an assignment in **Required for You**

Note: Required for You will not appear if there are no required assignments.

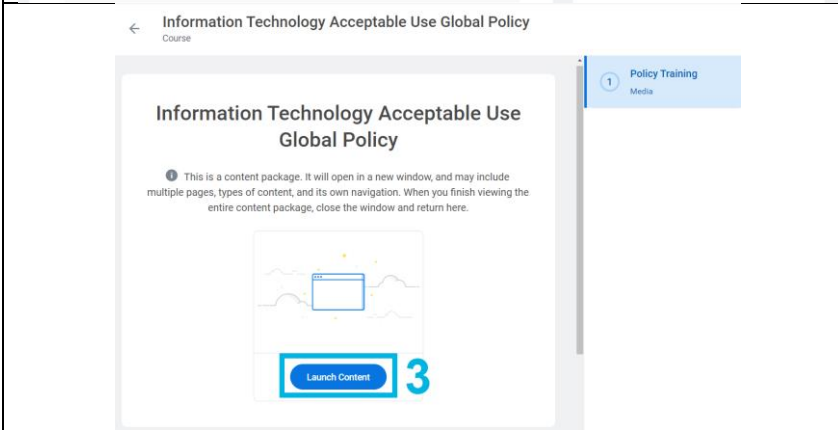
- B)** From **My Learning Progress**, select the blue number next to “Not Started” or “In Progress” to access your learning.

i. Note: *My Learning Progress* includes required **and** optional learning.

- C)** In the new window that opens, select the applicable **learning title**.

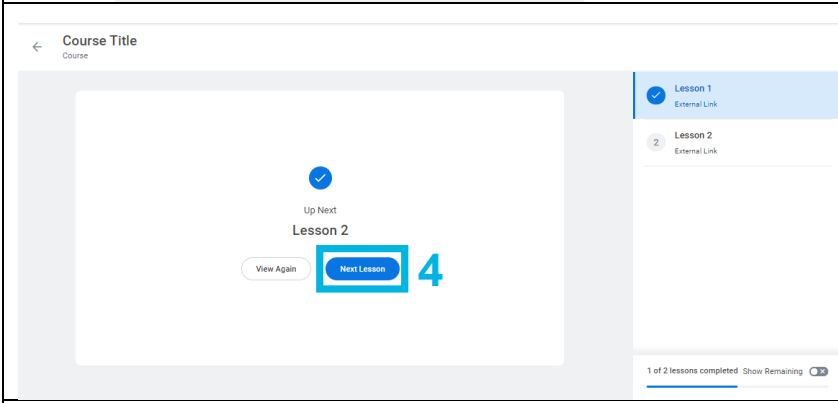


Step 2
Select **Start** to begin.

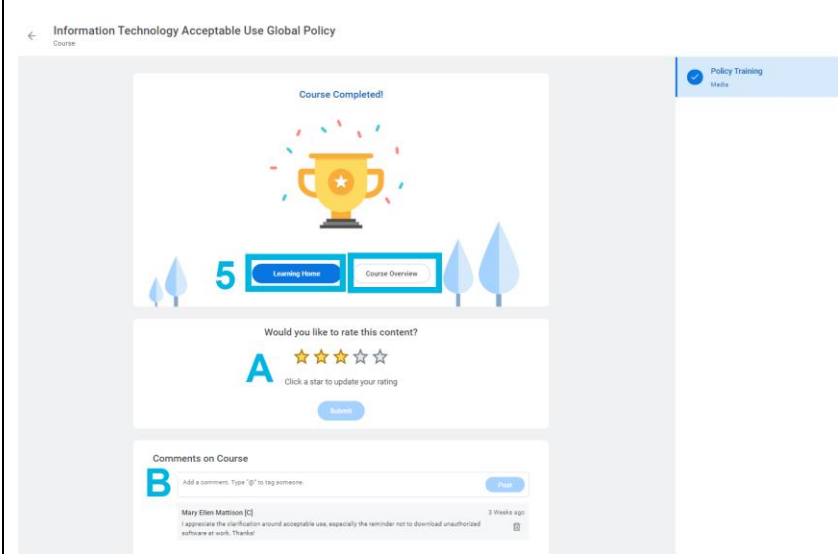


Step 3
Select to **Open/View** the content.

Note: Certain content will open in a new window. Upon completion, select Exit Course, Close, or Done return to this page to continue.



Step 4
If applicable, select **Next Lesson** to continue.



“Course Completed!” appears when all mandatory lessons are completed.

Consider providing feedback on the content by adding your:

- A)** Rating of the content
- B)** Comments with questions and/or insights from the training. Comments are optional.

Step 5
Select **Learning Home** to return to the Learning Worklet or **Overview** to return to the overview of the training content.