


# Complete Training on Mobile Device

## Overview

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

**Who Does This:** Employees

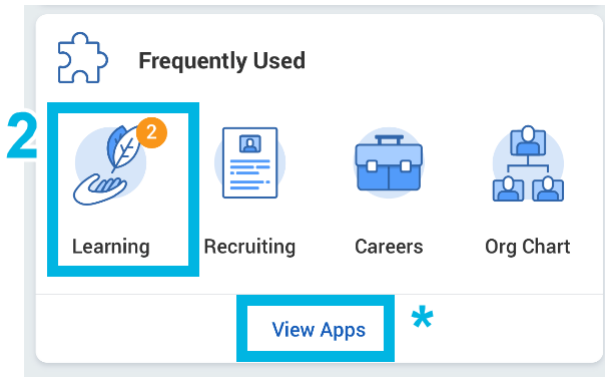
## Things to Know:

- Before you begin, if you currently do not have the Workday App installed on your phone, follow the instructions [here](#) before proceeding.
- Use this job aid to complete Learning assignments.
- **Google Chrome**  is the recommended Internet browser for Workday.
- Regularly monitor Learning worklet for new assignments.



### Step 1

Select the Workday application from your mobile device.



### Step 2

Select the **Learning** worklet.

\* If you do not see the Learning worklet, select **View Apps**.



### Step 3

**A)** Select an assignment in **Required for You**. Then, continue with **Step 4** below.

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

or

or

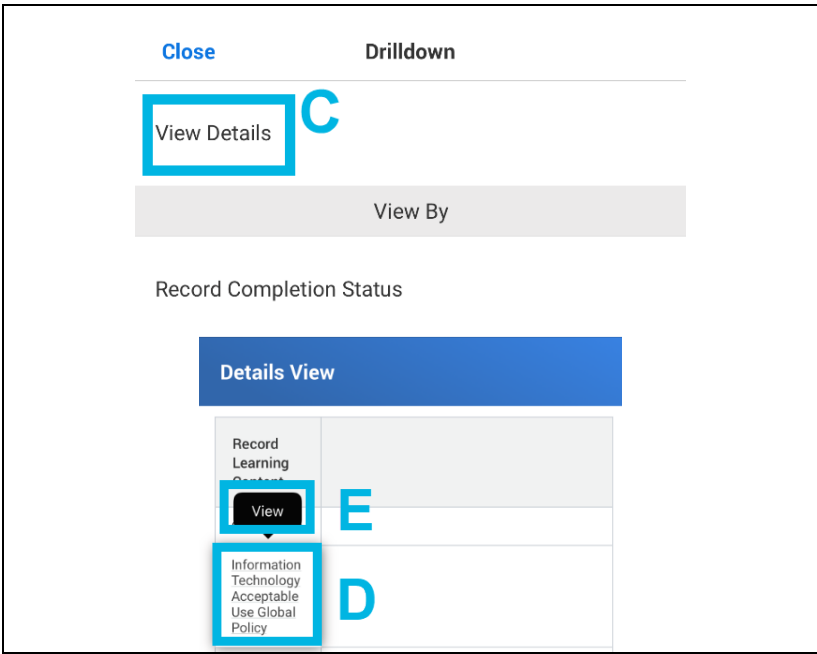
My Learning Progress ...

Count

Record Completion Status	Count
Not Started	<u>3</u> <b>B</b>
In Progress	<u>1</u>
Completed	38
Total	42

**B)** Scroll down to **My Learning Progress** and select content by clicking the black underlined number next to “Not Started” or “In Progress”.

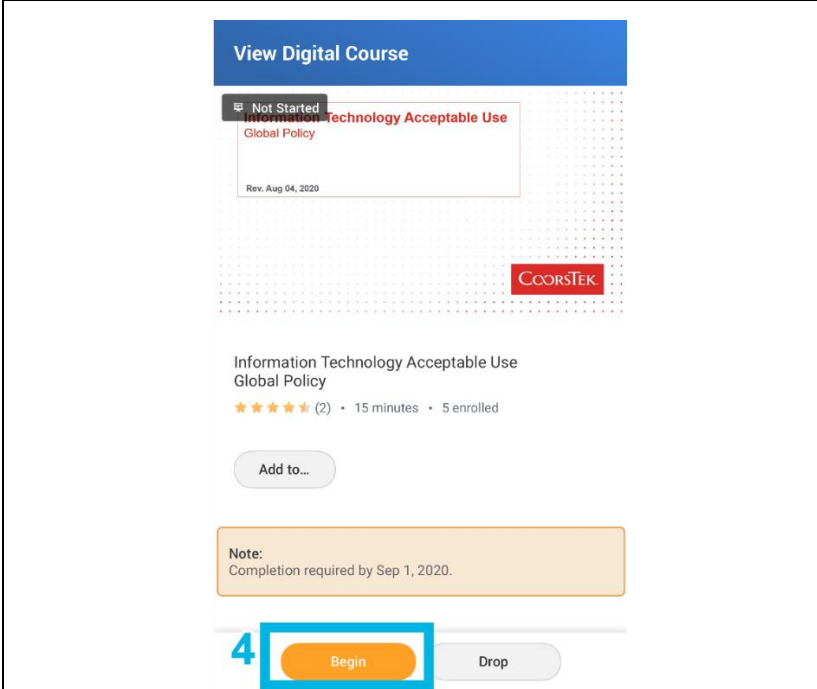
Note: My Learning Progress includes required *and* optional content.



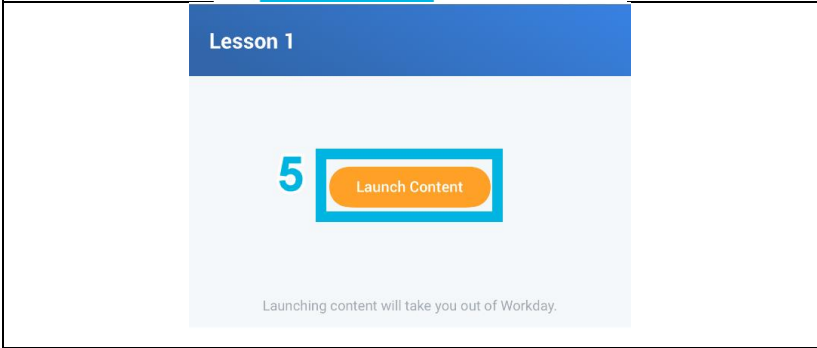
C) Select **View Details**.

D) Select the **content title**.

E) Select **View**.



**Step 4**  
Select **Begin**.



**Step 5**  
Select to **Open/View** the content.

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

## Lesson 1

### Lessons

- 1 Lesson 1  
External Content
- 2 Lesson 2  
External Content

View Course

Next Lesson

6

### Step 6

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

Close

A

## Course Completed!

Information Technology Acceptable Use  
Global Policy



B

Learning Home

### Step 7

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

- A) Select **Close** to return to the content overview where you can:
- Complete remaining *optional* lessons, if applicable
  - Rate the content
  - Add comments by selecting the comments icon in the upper right-hand portion of the screen

- B) Select **Learning Home** to return to the Learning worklet.