


Complete Training on Desktop

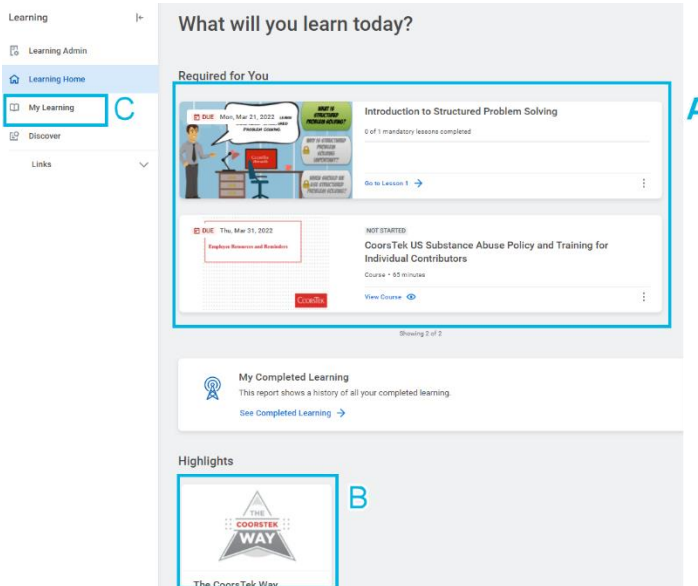
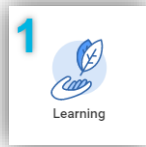
Overview

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.
- **Microsoft Edge**  is the recommended Internet browser for Workday.
- Regularly monitor your Learning Worklet for new assignments.



Step 1

Select the Learning Worklet and:

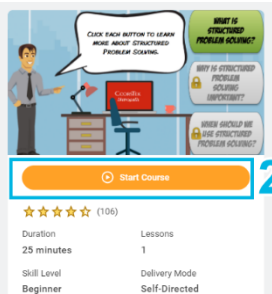
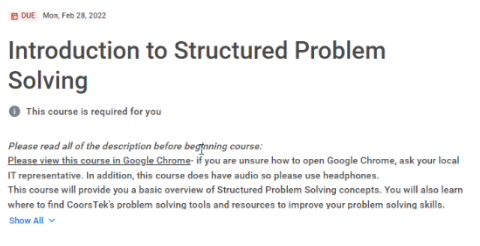
A) Select an assignment in **Required for You**

or

B) Select content in **Highlights**.
Note: This content is recommended based on your role and is **not required**.

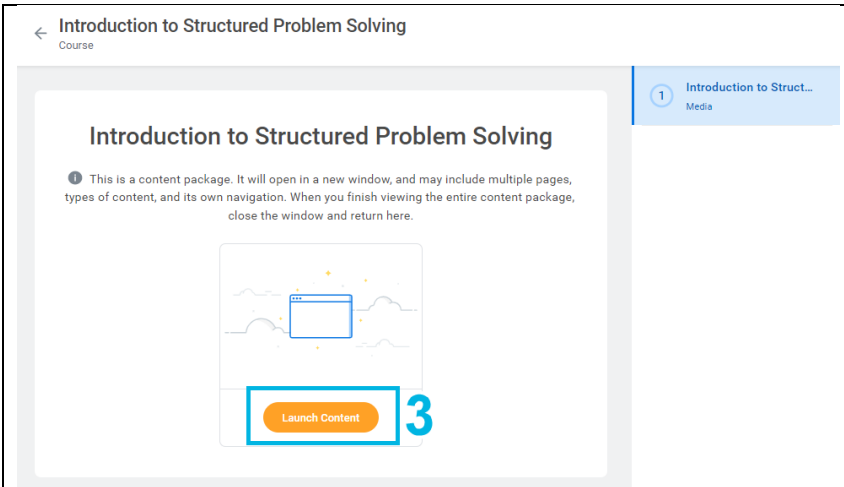
or

C) Go to the **My Learning** tab to select content you *Saved for Later* or *Continue Learning* with content you previously started.



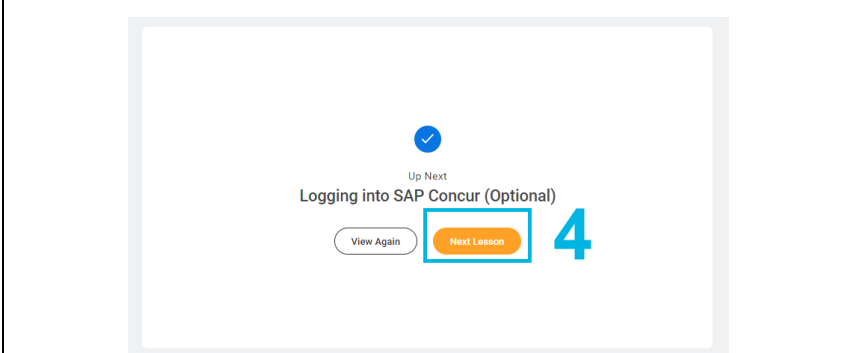
Step 2

Select **Start** to begin.

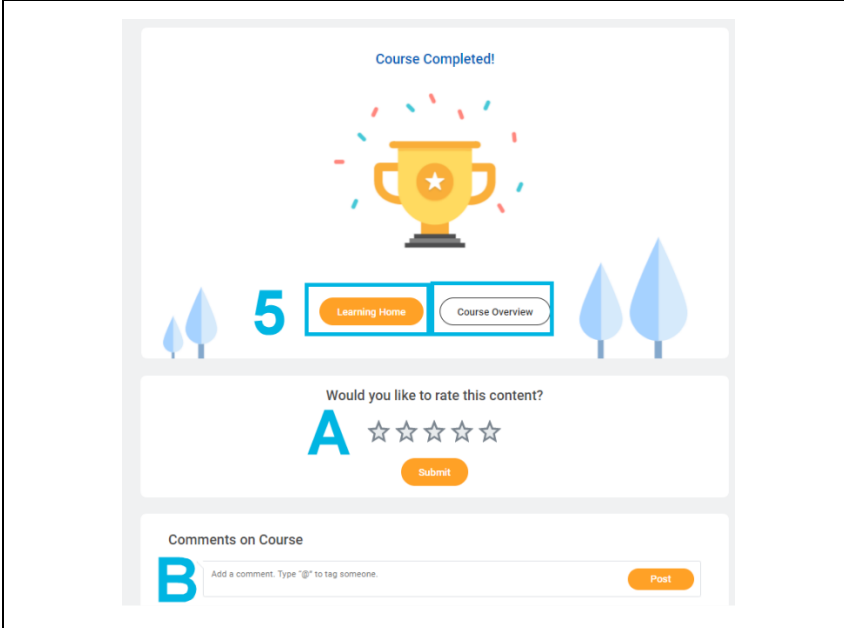


Step 3
Select to **Open/View** the content.

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.