


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

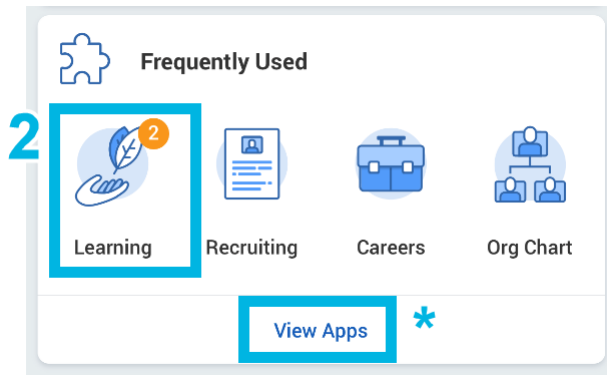
Things to Know:

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



Step 1

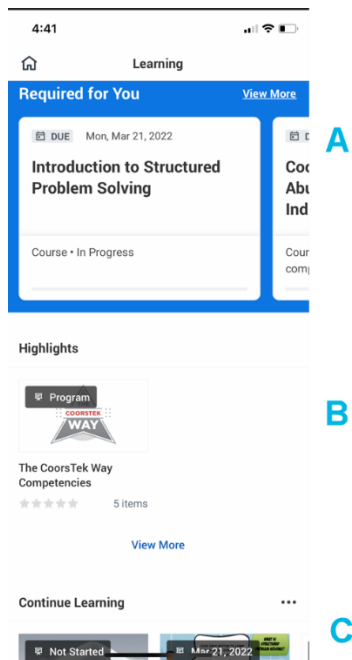
Select the Workday application from your mobile device.



Step 2

Select the **Learning** worklet.

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



Step 3

Select content from:

A) Required for You

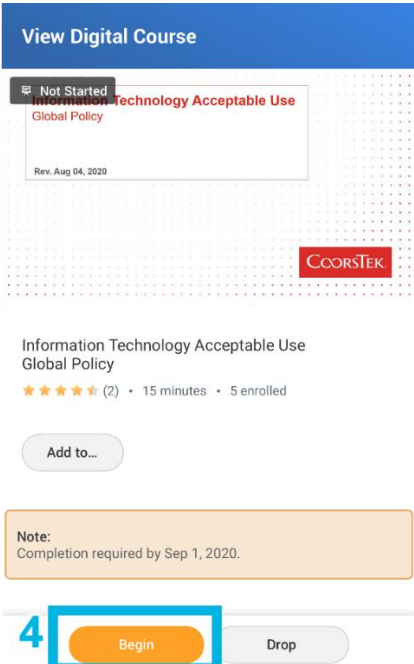
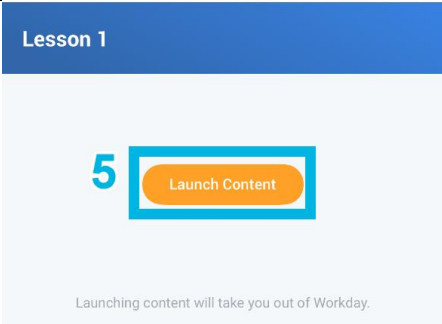
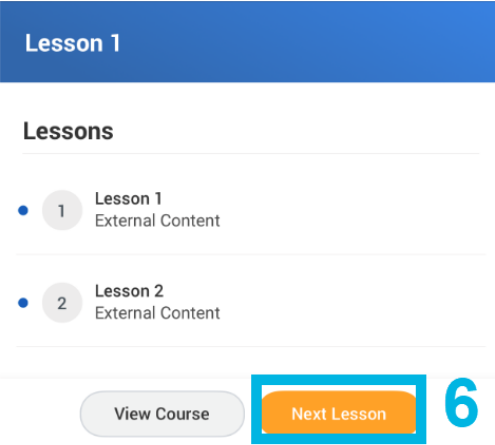
or

B) Highlights

Note: This content is recommended based on your role and is **not required**.

or

C) Continue Learning

 <p>View Digital Course</p> <p>Not Started Information Technology Acceptable Use Global Policy</p> <p>Rev. Aug 04, 2020</p> <p>Information Technology Acceptable Use Global Policy</p> <p>★★★★★ (2) • 15 minutes • 5 enrolled</p> <p>Add to...</p> <p>Note: Completion required by Sep 1, 2020.</p> <p>4 Begin Drop</p>	<p>Step 4 Select Begin.</p>
 <p>Lesson 1</p> <p>5 Launch Content</p> <p>Launching content will take you out of Workday.</p>	<p>Step 5 Select to Open/View the content.</p> <p>Note: Certain content will open in a new window. Upon completion, select Exit Course, Close, or Done to return to this page to continue.</p>
 <p>Lesson 1</p> <p>Lessons</p> <ul style="list-style-type: none"> 1 Lesson 1 External Content 2 Lesson 2 External Content <p>View Course Next Lesson 6</p>	<p>Step 6 If applicable, select to Next Lesson to continue.</p>

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.