Workday
Learning Management System

Open the Learning App
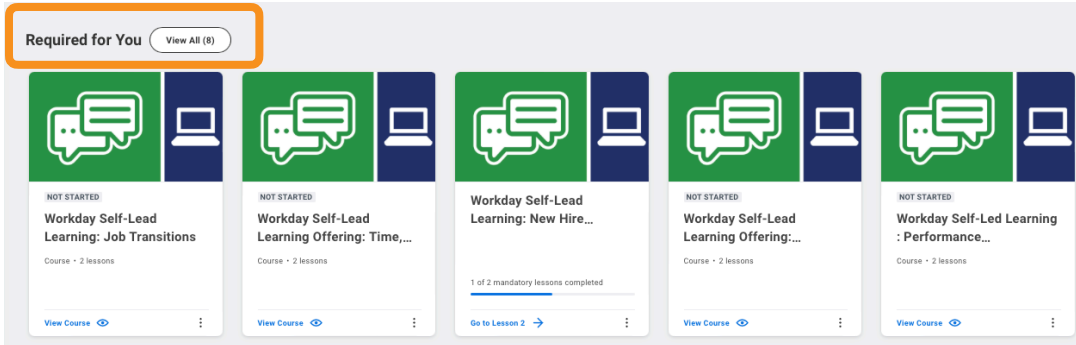
Menu ✕	1. Open the **Menu**

Apps   Shortcuts

Your Saved Order   ⇅

- Jobs Hub
- Absence
- Surveys Dashboard
- Campaigns
- Learning Admin
- Learning Trainer
- Learning   2. Choose **Learning**
- Benefits and Pay
- Personal Information
- Purchases
- Requests
- Favorites
- My Requisitions

Learning Navigation

Learning Home

Here, you will see the most recent courses that have been assigned to you.

Choose **View All** or use the **More** arrow on the right to see more assigned courses.
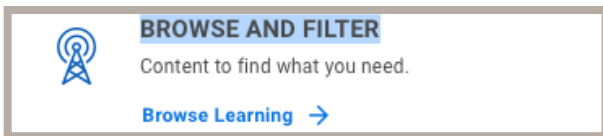
Use Browse and Filter to find courses that will help you in your role, or in the role you hope to get!
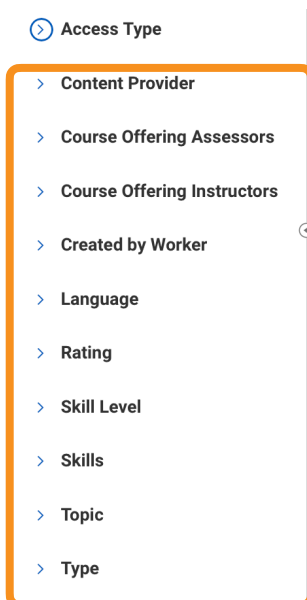
Add and remove filters by clicking the arrow next to each category.

Then, check the boxes to choose your filters.

Or, use the search box to use new keywords
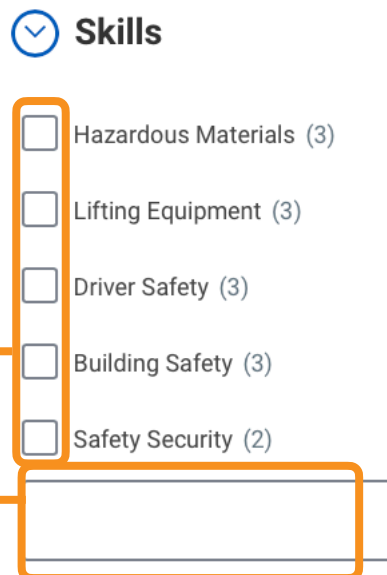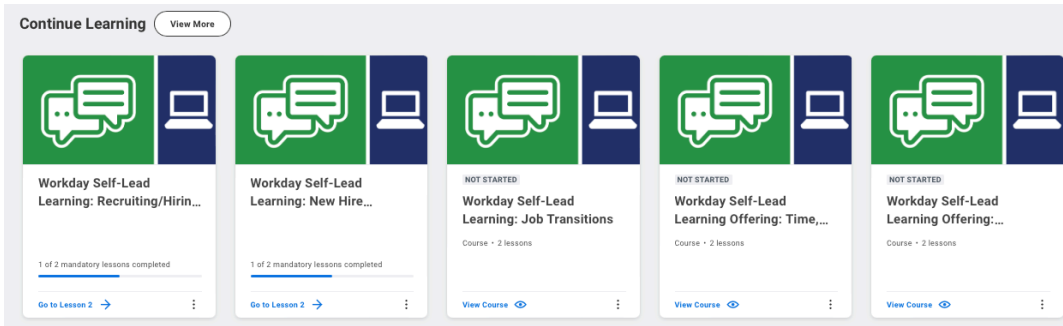
In the **Continue Learning** section, you will find courses that you have started but have not yet completed. Click on one to resume the course.

Choose **View More** or use the **More** arrow on the right to see more unfinished courses.
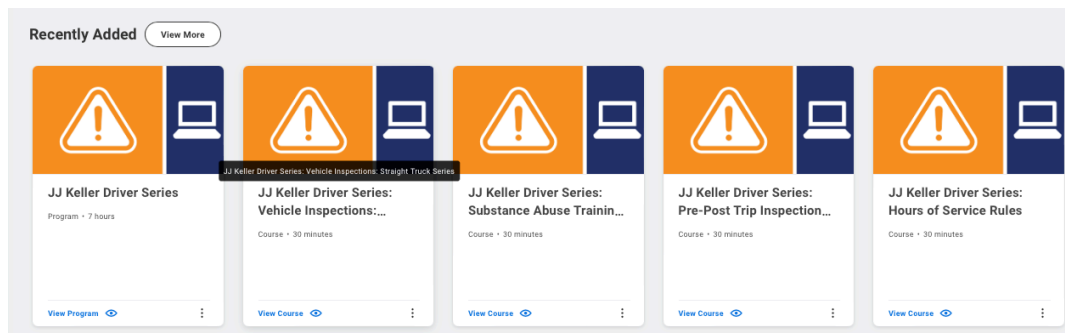
In the **Recently Added** section, you will find courses that have recently been published to Workday.

Choose **View More** or use the **More** arrow on the right to see more new courses.

My Learning

VIEW MY TRANSCRIPTS

Access Your Learning Transcript to View a Record of Your Learning History.

My Learning Transcripts →

Click **My Learning Transcripts** to see all completed and in-progress courses.

My Transcript

Not Started 13 items

	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
🔍	Workday Self-Lead Learning: Job Transitions	Digital Course	Enrolled	11/24/2023	Not Started	Do Not Track		0	Enrollment
🔍	Workday Self-Lead Learning: Disciplinary/Corrective Actions	Digital Course	Enrolled	11/22/2023	Not Started	Do Not Track		0	Enrollment
🔍	Workday Self-Led Learning : Performance Management for Retail and ROC	Digital Course	Enrolled	11/22/2023	Not Started	Do Not Track		0	Enrollment
🔍	Workday Self-Lead Learning Offering: Performance Management (Corporate)	Digital Course	Enrolled	11/22/2023	Not Started	Do Not Track		0	Enrollment
🔍	Workday Self-Lead Learning Offering: Time, Attendance and Payroll	Digital Course	Enrolled	11/22/2023	Not Started	Do Not Track		0	Enrollment
🔍	Workday Self-Lead Learning: Getting Started with Workday and Workday Mobile	Digital Course	Enrolled	11/21/2023	Not Started	Do Not Track		0	Enrollment

Learning Home

Use the **Learning Home** or the browser back button to exit the **My Transcript** page.

Drop a course if you are no longer able to take it - as long as it isn't required!

Need to Drop an Enrollment?

Drop enrollments for your learning content quickly and easily.

Drop Enrollment →

Drop Learning Enrollment

Program or Course * [Search]

OK   Cancel

1. Type or select the name of the course you'd like to drop
2. Choose the reason for the drop
3. Click submit
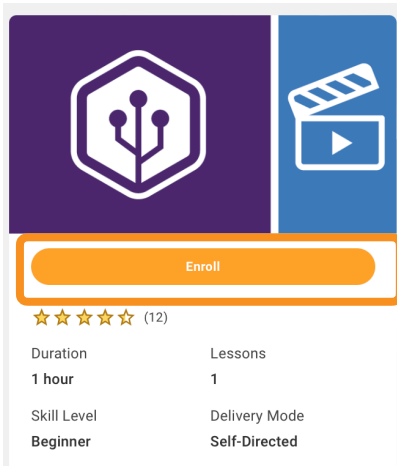
Learning Courses

Enrolling in Courses

1. Look for a course you'd like to take
Use the **Search** or **Browse and Filter** options

🔍 Search

📡 **BROWSE AND FILTER**
Content to find what you need.

Browse Learning →

Enroll

⭐⭐⭐⭐☆ (12)

Duration	Lessons
1 hour	**1**
Skill Level	Delivery Mode
Beginner	**Self-Directed**

2. Choose **Enroll**

Review ⊗

IT Service Desk Webinar

IT Service Desk Webinar

Lessons 1 item

Lesson	Type
IT Service Desk Webinar	External Content

3. Choose **Submit** when the pop-up appears

Submit   Cancel

You have submitted 📄 ▦ ✕
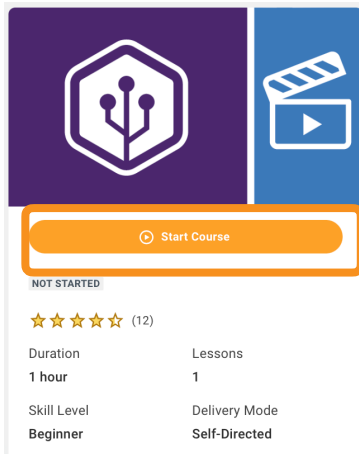
Enroll in Content: IT Service Desk Webinar ⋯

✅
Process Successfully Completed

❯ **Details and Process**

Done

3. Choose **Done** when the next pop-up appears

Starting Courses

NOT STARTED

⭐⭐⭐⭐⭐ (12)

Duration	Lessons
1 hour	**1**
Skill Level	Delivery Mode
Beginner	**Self-Directed**

1. Choose **Start Course**
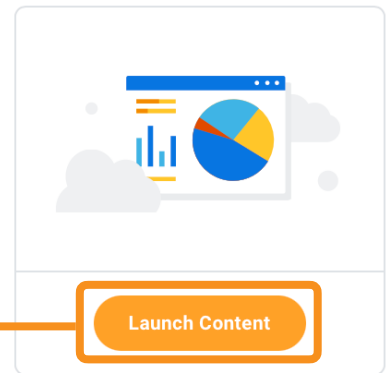
Launch Content

2. Choose **Launch Content**

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

3. Choose **Launch Course**

4. Begin course