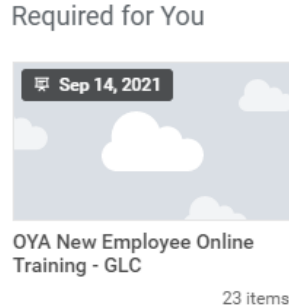


Taking Required Training on Workday

- 1) Login to [Workday](#)
 - a. If you need help logging in, contact one of these people:
 - i. Primary: Your local [HR Liaison](#) (link to directory)
 - ii. Secondary: Contact the Training Academy
 1. Chris Fought
 2. Lyndsey Lancaster
- 2) Find and click on the Learning application



- 3) In the “Required for you” section, find the training you are looking for and click on it



- 4) Click the blue “Start Program” button
- 5) This will take you to the first course. Click the blue “Start Course” button to launch it
- 6) On the next page, click the blue “Launch Content” button
 - a. You may be taken to a page that says “Popup Blocked”. If you do, just click the Launch Course button on that page.
- 7) A new window will open. Click the Play arrow to start it running
 - a. You may want to resize the window to see the full course



- 8) Once the course is complete, you can close the course window and return to Workday.
- 9) Continue until all the courses are complete
 - a. There may be optional material. It is not required to complete the course but are resources for you.
- 10) If you get stuck and can’t advance, please contact [Chris Fought](#) at the Training Academy via email. Make sure the email includes which course you are stuck on and were in the course

Taking Required Training on Workday

A few things to remember:

- Online courses only give feedback three times per quiz question. If you get a question incorrect more than three times, it will stop giving you feedback that the answer is wrong. You can keep answering though. It just won't say anything until you get it correct.
- You can stop at any point in the course. You will be able to log back in later and finish where you left off.
- Workday will log you out after 10-15 minutes of inactivity. If this happens while you are taking a course, simply log back in. You will not lose the course progress.