Enroll and Register for Workday Finance Courses

This Quick Reference Guide (QRG) provides the steps to enroll and register for Workday Finance courses. This will take place in Workday Learning.

For self-paced courses, you need to enroll in the courses. Follow the "Enroll in a Self-Paced Course" guidance for self-paced courses.

For instructor led courses, you need to register for the courses. Courses are already assigned to the appropriate audience based on your Finance security role(s) that you will hold as of July 5, 2022. We encourage you to register for ILT Courses as soon as possible to get your first choice as seats are limited for each session. These training sessions will be offered May through June. Follow the "View and Register for Instructor Led Course," "Add Instructor Led Course to Calendar," and "Cancel Registration for Instructor Led Course" guidance for instructor led courses.

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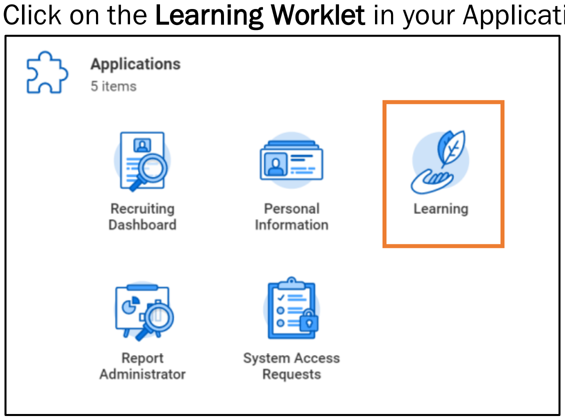
Enroll in a Self-Paced Course

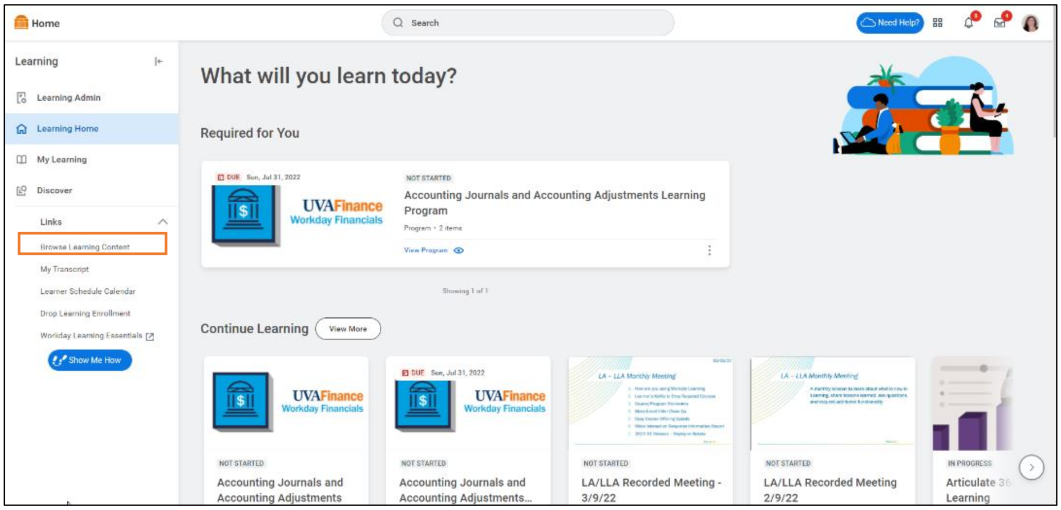
On the Workday **Home** screen:

1. Click on the **Learning Worklet** in your Applications.

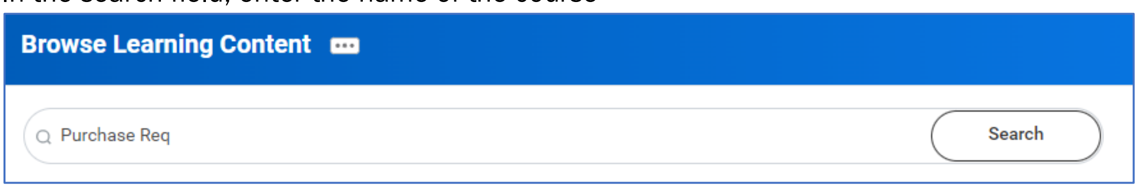


Navigate to On the **Learning Home** screen:

2. From the menu on the left click on **Browse Learning Content**.

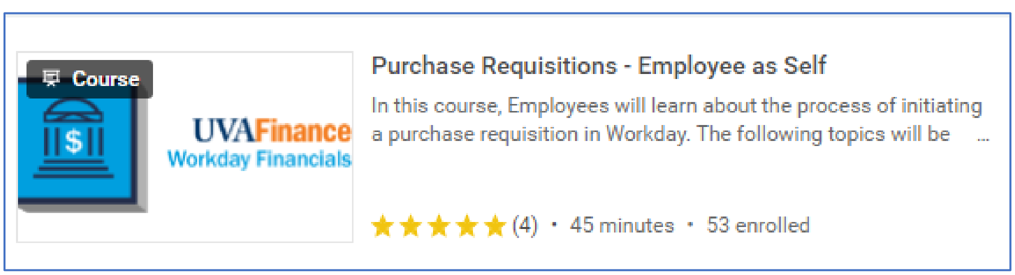


3. In the search field, enter the name of the course



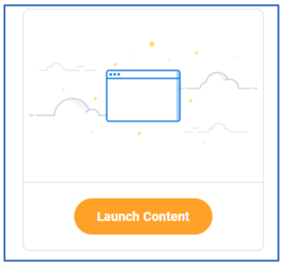
NOTE	You do not have to enter the entire course name. You can enter part of it and matches will be listed. However, the more specific you are in the search field, the narrower your search results will be.

4. Select the Course.



5. Click on the **Start Course** button.

6. Click on the **Launch Content** button.



NOTE	You will likely get a **Popup Blocked** message. If so, simply click on the **Launch Course** button.

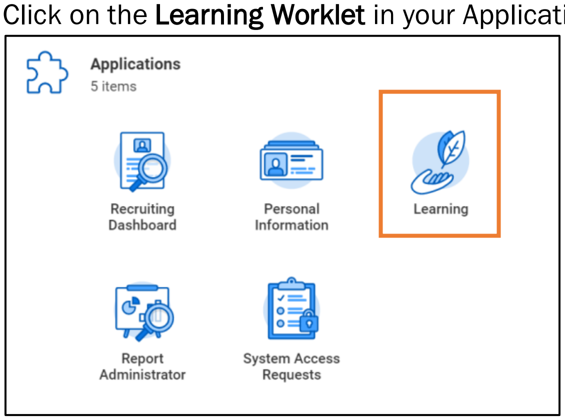
The course will launch in a new window.

You have successfully enrolled in the course.

View and Register for Instructor Led Course

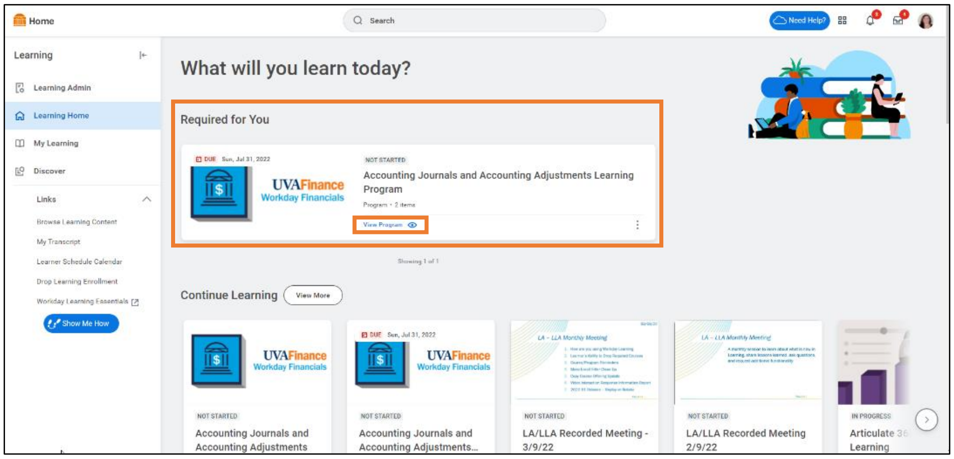
On the Workday **Home** screen:

1. Click on the **Learning Worklet** in your Applications.



On the **Learning Home** screen:

2. Under the **Required for You** section, select **View Program** for the course you would like to review. This section displays all the training you are enrolled in and must complete.



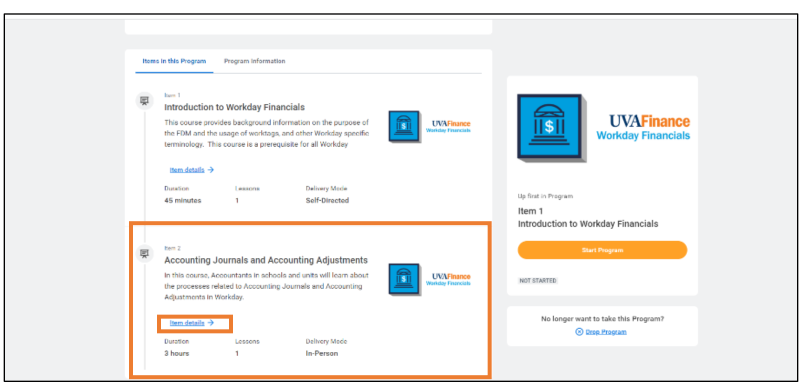
On the **Learning Program** screen:

3. You will see **Introduction to Workday Financials** listed as the first item under the **Items in this Program** tab. **This is a pre-requisite course that you are required to complete prior to partaking in the specific Learning Program Course.** Click the **Start Program** button to launch the Introduction to Workday Financials.

If you have completed Introduction to Workday Financials or would like to register for your Finance ILT Course, go to Step 4.

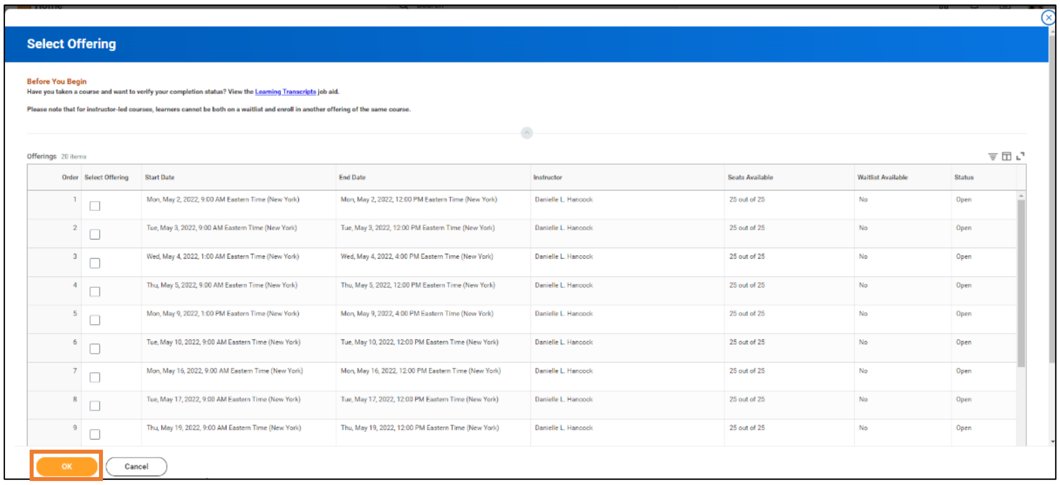
NOTE	If you have not completed Introduction to Workday Financials, clicking the **Start Program** button will launch this course. Make sure to take the pre-requisite course prior to attending other specific courses. This course is included in all learning programs, but you will only need to complete it one time. It can be reviewed as often as you like.

4. Under **Items in this Program** tab, navigate to Item 2 (i.e., the course for which you would like to select an offering) and select **Item details.**



On the **Select Offering** screen:

5. Select the checkbox under the **Select Offering** column of the date you would like to attend the course and click **OK.**



NOTE	Make sure to review the **Seats Available** column as this indicates if there are any open seats in the course for you to attend. If you select an offering that has 0 seats available, the course is at full capacity and you will be waitlisted.

On the **Review** screen:

6. Review the details to confirm the offering you would like to attend and click the **Submit** button.

On the **You have submitted** screen:

7. Click the **Done** button.

You have successfully registered for the Finance Instructor Led Course. Now, be sure to add the course to your calendar!

NOTE	On the day of the course, if you have not added the Zoom link to your calendar, navigate back to step 4 of these instructions, select **item details** for the course, and click on the **Start Course** button. This will provide you with the Zoom details that you can copy and paste in a separate tab or browser.

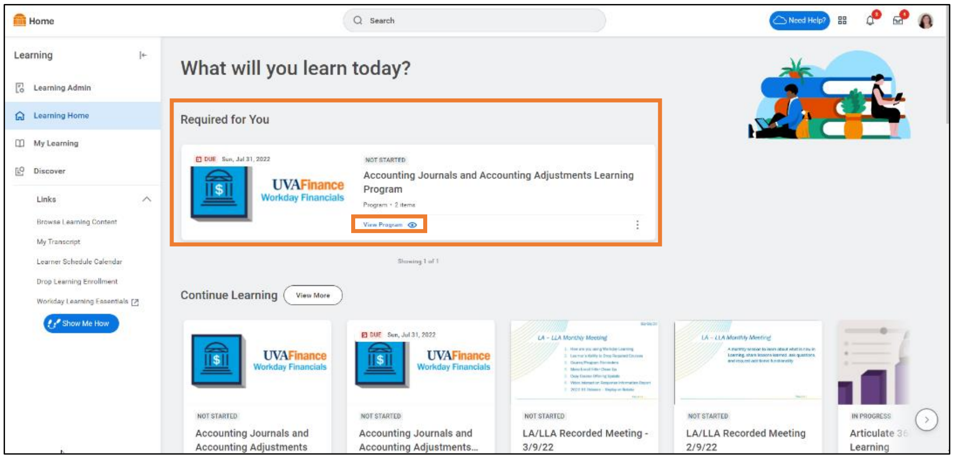
Add Instructor Led Course to Calendar

On the Workday **Home** screen:

1. Click the **Learning Worklet** in your Applications.

On the **Learning Home** screen:

2. Under the **Required for You** section, select **View Program** for the course you would like to add to your calendar.

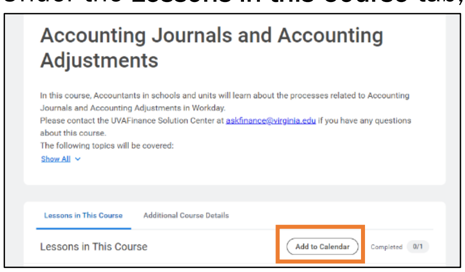


On the **Learning Program** screen:

3. Under **Items in this Program** tab, navigate to Item 2 (i.e., the course you would like to add to your calendar) and select **Item details.**

On the **Learning Program Course Screen:**

4. Under the **Lessons in this Course** tab, click the **Add to Calendar** button.



NOTE	You can only add courses for which you have successfully enrolled to your calendar.

On the **Calendar Invite Window:**

5. The Title of Course, Start Time and End Time, and the Zoom Meeting details will be auto-populated in the calendar invite window. Click the **Save & Close** button to add it to your calendar.

You have successfully added the instructor-led course to your calendar.

Cancel Registration for Instructor Led Course

If you need to cancel your registration:

On the Workday **Home** screen:

1. Click the **Learning Worklet** in your Applications.

On the **Learning Home** screen:

2. Under the **Required for You** section, select **View Program** for the course offering you want to cancel.

On the **Learning Program** screen:

3. Under **Items in this Program** tab, navigate to Item 2 (i.e., the course offering you would like to cancel) and select **Item details.**

NOTE	You can only cancel courses that you have registered for successfully.

On the **Learning Program Course Screen:**

4. Towards the bottom right of the screen, select **Drop Course** under the **No longer want to take the course?** Section.

You have successfully canceled your enrollment in the instructor-led course. If you need to register for another course, repeat steps 1 – 12 in the **View and Register for Course** section.

Add Workday Learning Worklet

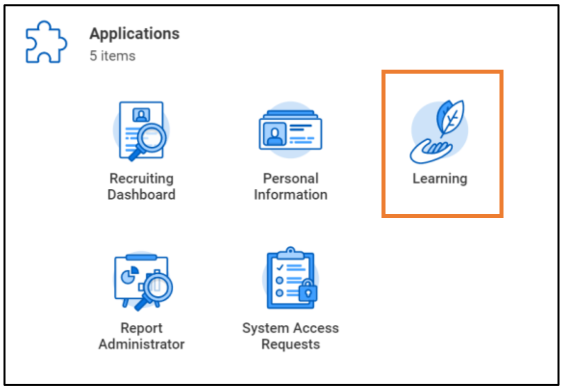
1. Select the **Configure Applications** gear icon, which is located next to the **Welcome, Your Name** banner.

On the **Configure Worklets** screen, under Optional Worklets:

2. To add a Worklet, select **+** icon.
3. Type **Learning** and press enter in the newly created Worklet field.
4. Click the **OK** button.

On the **Configure Worklets** screen:

5. Click the **Done** button. The Learning Worklet will now display under Applications on your **Workday Home** screen for you to select.


Applications
5 items
Recruiting Dashboard
Personal Information
Learning
Report Administrator
System Access Requests