UVAFinance

Enroll and Register for Workday Finance Courses Quick Reference Guide

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.

Table of Contents

Enroll in a Self-Paced Course	.1
View and Register for Instructor Led Course	.3
Add Instructor Led Course to Calendar	.5
Cancel Registration for Instructor Led Course	.7
Add Workday Learning Worklet	.7

Enroll in a Self-Paced Course

On the Workday Home screen:

1. Click on the Learning Worklet in your Applications.

Menu	×
Apps	Shortcuts
6	Expenses
	Personal Information
<u>e</u>	Learning

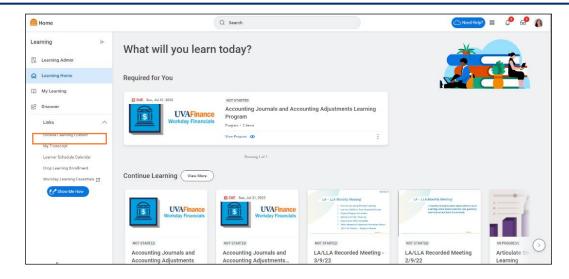
Navigate to On the Learning Home screen:

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

Register for Workday FIN Courses in Workday Learning

Enroll and Register for Workday Finance Courses

Quick Reference Guide



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

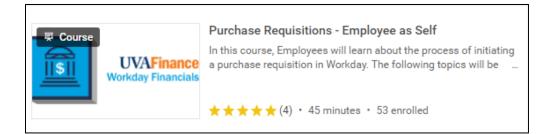
Browse Learning Content 🚥	
Q Purchase Req	Search

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.

NOTE

UVAFinance



5. Click on the Start Course button.





6. Click on the Launch Content button.

f	•		
,	•		
La	unch C	onten	

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.

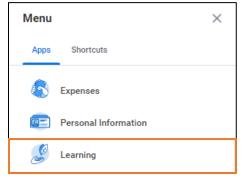
You have successfully enrolled in the course.



On the Workday **Home** screen:

NOTE

1. Click on the Learning Worklet in your Applications.

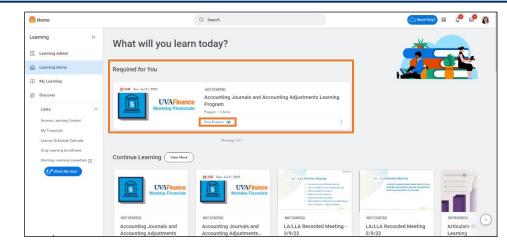


On the Learning Home screen:

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.

Enroll and Register for Workday Finance Courses

Quick Reference Guide



On the Learning Program screen:

UVAFinance

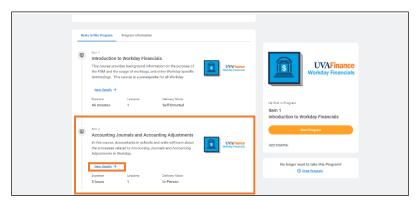
3. You will see Introduction to Workday Financials listed as the first item under the Items in this Program tab. This is a pre-requisite course that you are required to complete prior to partaking in the specific Learning Program Course. Click the Start Program button to launch the Introduction to Workday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

Register for Workday FIN Courses in Workday Learning

UVAFinance

Enroll and Register for Workday Finance Courses

Quick	Reference	Guide
-------	-----------	-------

elect Of	fering						
	ourse and want to	verify your completion status? View the <u>Learning Transcripte</u> prese, learners cannot be both on a waitlist and enroll in anoth		0			
ferings 20 item							
Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status
1		Mon, May 2, 2022, 9:00 AM Eastern Time (New York)	Mon, May 2, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hancock	25 out of 25	No	Open
2		Tue, May 3, 2022, 9:00 AM Eastern Time (New York)	Tue, May 3, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hancook	25 out of 25	No	Open
0		Wed, May 4, 2022, 1:00 AM Eastern Time (New York)	Wed, May 4, 2022, 4:00 PM Eastern Time (New York)	Danielle L. Hancock	25 out of 25	No	Open
4		Thu, May 5, 2022, 9:00 AM Eastern Time (New York)	Thu, May 5, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hancock	25 out of 25	No	Open
5		Mon, May 9, 2022, 1:00 PM Eastern Time (New York)	Mon, May 9, 2022, 4:00 PM Eastern Time (New York)	Danielle L. Hancook	25 out of 25	No	Open
6		Tue, May 10, 2022, 9:00 AM Eastern Time (New York)	Tue, May 10, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hancock	25 out of 25	No	Open
7		Mon, May 16, 2022, 9:00 AM Eastern Time (New York)	Mon, May 16, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hancock	25 out of 25	No	Open
8		Tue, May 17, 2022, 9.00 AM Eastern Time (New York)	Tue, May 17, 2022, 12:00 PM Eastern Time (New York)	Danielle L. Hanoook	25 out of 25	No	Open
9		Thu, May 19, 2022, 9:00 AM Eastern Time (New York)	Thu, May 19, 2022, 12:00 PM Eastern Time (New York)	Darielle L. Hancock	25 out of 25	No	Open
ок							



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!



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:

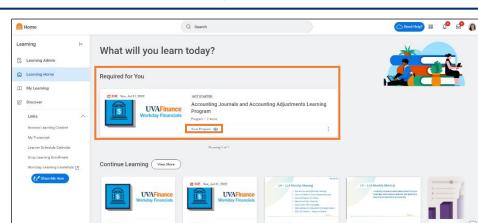
1. Click the Learning Worklet in your Applications.

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.

Enroll and Register for Workday Finance Courses

Quick Reference Guide



Accounting Journals and

ng Adiu

On the Learning Program screen:

UVAFinance

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**.

LA/LLA Recorded Meeting

2/9/22

LA/LLA Recorded Meeting

On the Learning Program Course Screen:

Accounting Journals and

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

Accounting Journals and Accounting Adjustments				
In this course, Accountants in schools and units will learn about the processes related to Accounting Jacramia and Accounting Adjustments in Workday. Preses contact for UAPArnance Solution Center at <u>addimenceDationista</u> .edu if you have any questions about the course. The following topics will be covered; StoreAll ~				
Lessons in This Course Additional Course Details				
Lessons in This Course (Add to Calendar) Completed 0/1				



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**.

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

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. Click the **View All Apps** section on your Workday Homepage or the **Menu** button on your Workday toolbar.

	film Home	Q tina	۵	🔮 в
	IIIII			
Let's F	ocus on Yo	u	It's Wednesday, September 7,	2022
Timely	Suggestions Here's v	vhere you'll get updates on your a	BB <u>View All Apps</u>	

Register for Workday FIN Courses in Workday Learning

Enroll and Register for Workday Finance Courses Quick Reference Guide

- 2. To add a Worklet or Application, under the Apps tab, click the Add Apps button.
- 3. In the menu search, type Learning and press enter.
- 4. Click the (+) to add Learning to your applications.
- 5. Click Back to Menu. The Learning Worklet will now display under Applications for you to select.
- 6. Click the **Done** button. The Learning Worklet will now display under Applications on your **Workday Home** screen for you to select.

