

Browse and Enroll in a Course

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The objective of this guide is to Browse and Enroll in a Course for a Teammate.

Security Role

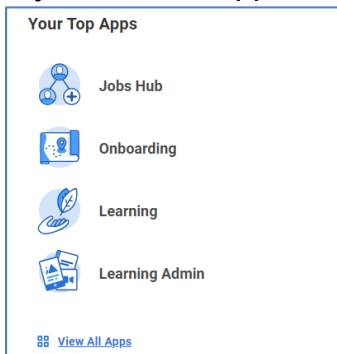
- Recruiter

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Browse Learning

1. From the Workday home page or from you View All Apps area, click on Learning.



2. Click Discover and then lick on the Browse Learning button under the Explore Learning Catalog section.
3. Using a variety of search features you can easily locate a course. Some of the common ways to search for a course are by using the Search bar, Topic, and Type. If you know a portion of the name of the course you can type those words in the Search bar. You can also use the extensive list of filters to locate a course.
4. To enroll in a course, locate and click on the course from your search criteria.
5. Once you have selected the course, click **Enroll** to request attendance in this course.
6. If multiple offerings exist for the course, pick the class that fits your schedule. Select the box in front of that course and select **OK**.
7. On the Review window, you can view course information (type of course, date and time of course, instructor, and location).
8. Select **Submit** to finalize your request to be signed up for the course.
9. You will now receive a confirmation notification indicating the course has been submitted.
10. Click **Done** to close your window.
11. You will be taken back to the course description screen.
12. Click the **Workday icon** to return to the home page.

Acceptance Criteria

1. Verify that you have been enrolled in a course on your learning homepage.