

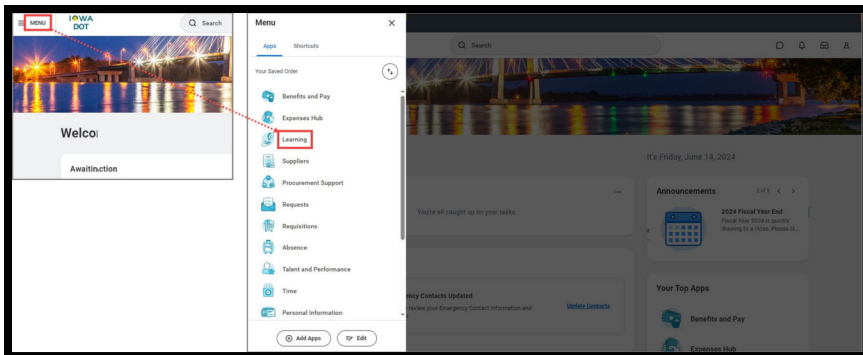
Workday Learning

Workday Learning allows you to submit requests for courses you would like to take **and** notifies you when you have been enrolled in a course that you need to complete. Click on the hyperlink to go to the section you need:

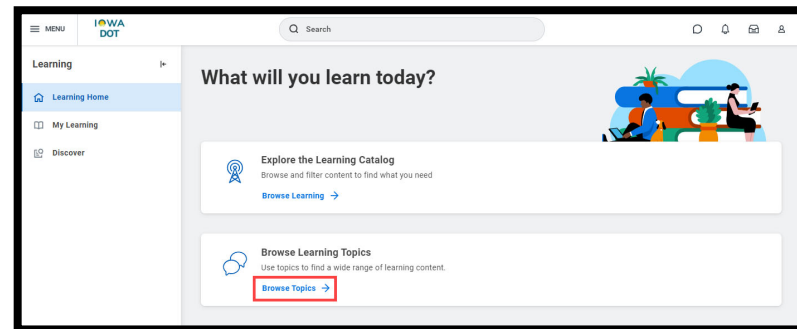
- [How to search for courses by topic](#)
- [How to enroll in a Workday Learning course](#)
- [How to access the Workday Learning courses you enrolled in or are assigned to you](#)
- [How to drop an optional Workday Course](#)
- [How to find and view your Transcripts, Completed Training, and Certifications](#)

HOW TO SEARCH FOR COURSES BY TOPIC:

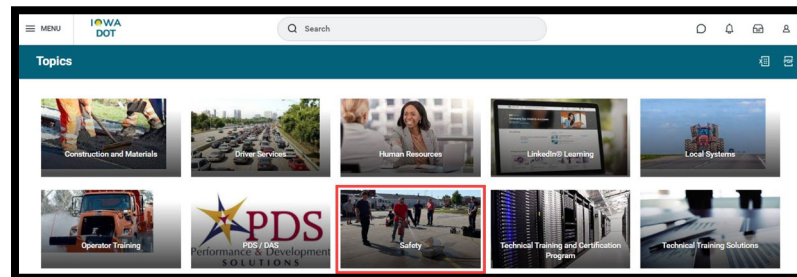
1. Click on **Menu** and then click on the **Learning** app



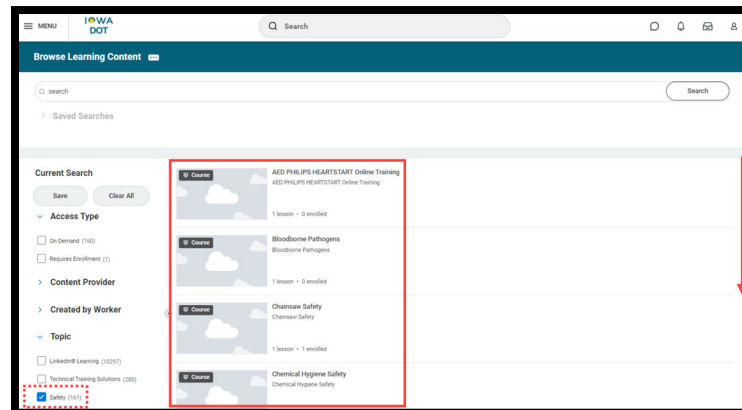
2. Scroll down and click on the **Browse Topics** link



3. Click on the **Topic** to get a list of the associated courses



4. View the list of courses available



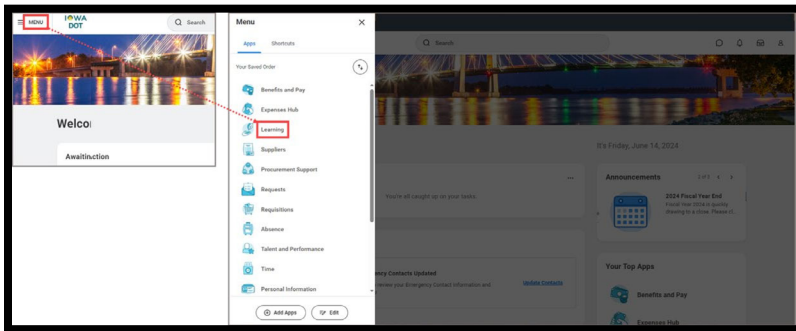
Workday Learning

HOW TO ENROLL IN A WORKDAY LEARNING COURSE

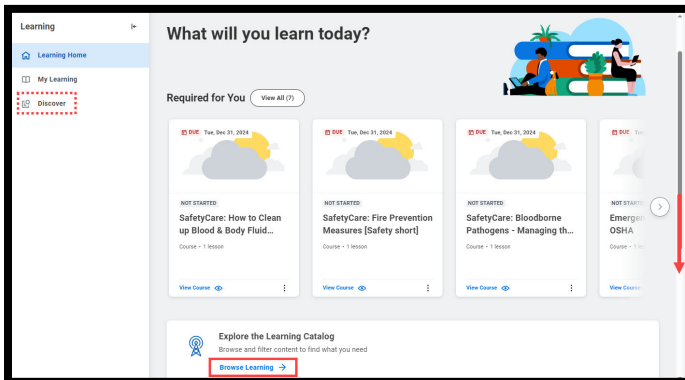
Enrollment steps vary by the course format ([In-Person](#) or [Self-Directed](#)).

For **In-Person Courses**:

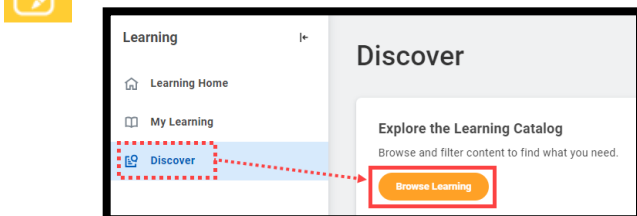
1. Click on **Menu** and then click on the **Learning** app



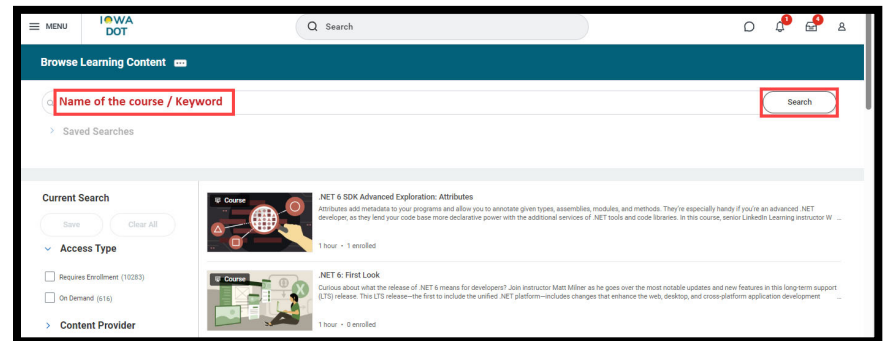
2. Scroll down and click on the **Browse Learning** link



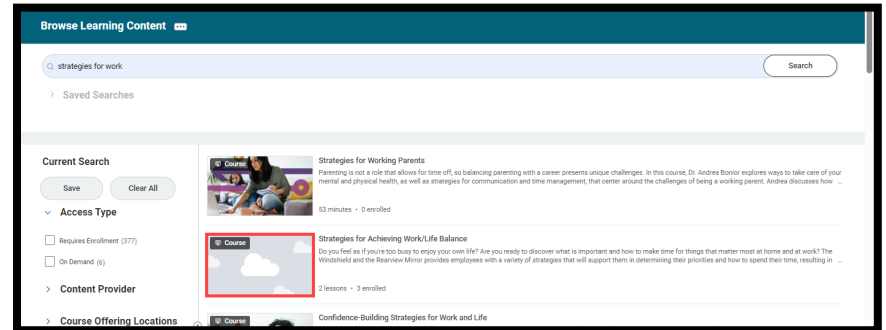
Note: This link is also found in the **Discover** tab.



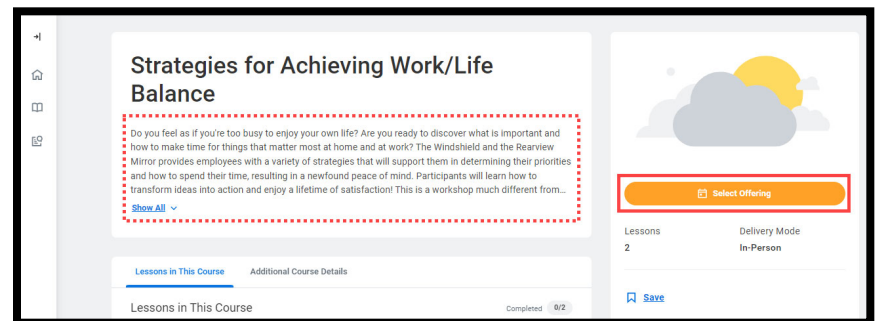
3. Enter the name of the course you would like to take and click **Search**



4. Click on the course icon or name

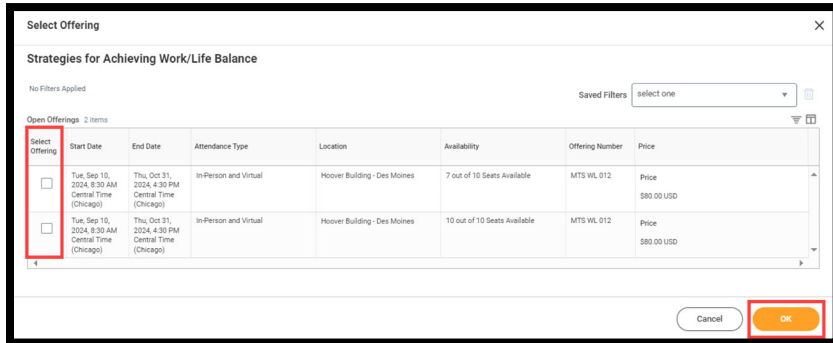


5. Read the course description and click on the **Select Offering** button

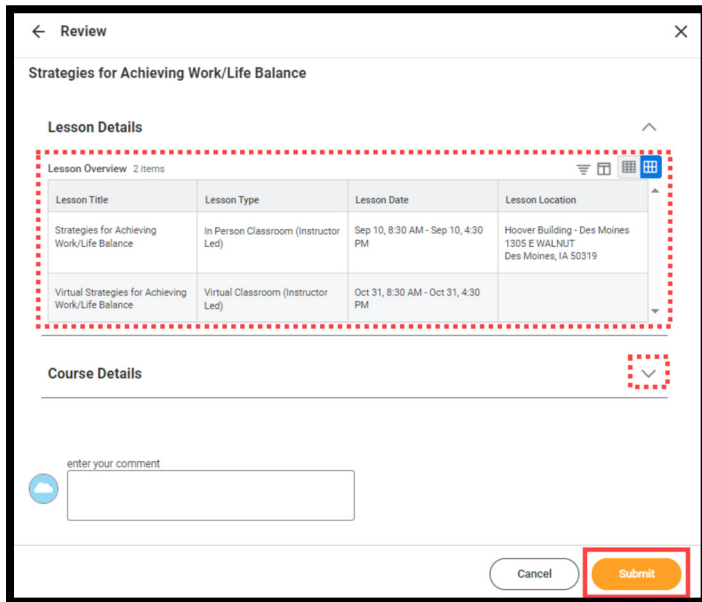


Workday Learning

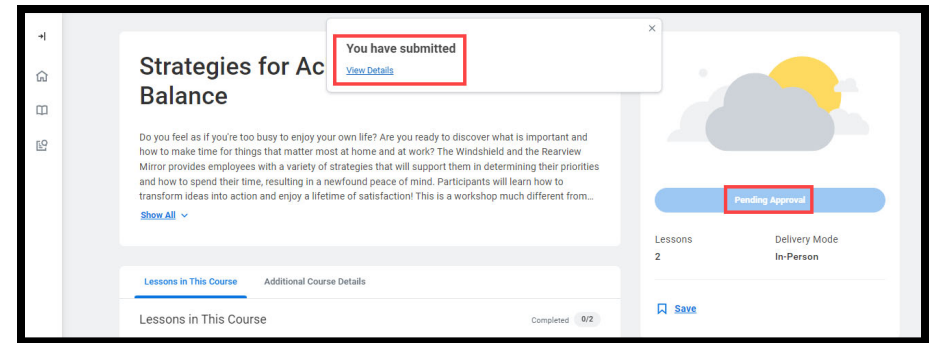
- Click the **Select Offering** box next to the course with the time/date you would like to take the course and click **OK**



- Review your selection and click **Submit**



- A pop-up **You have submitted** displays. The course shows as **Pending Approval** for DOT employees (External Users do not have the Pending Approval process)

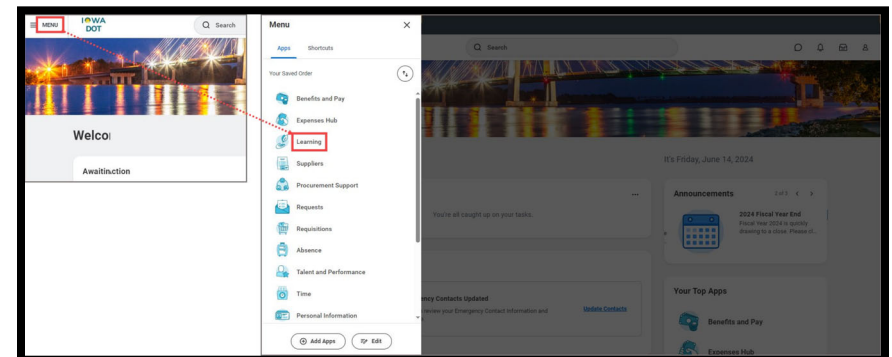


- Once the course is approved for you to take, click [here](#) and follow the steps in the [How to access the Workday Learning courses you enrolled in or are assigned to you](#)

For **Self-Directed Courses**:

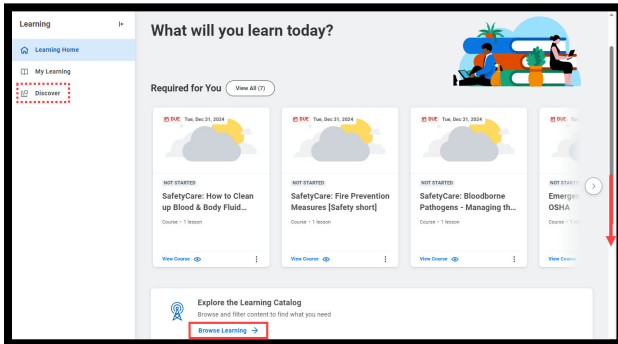
These courses are video-based and not led by an instructor.


- Click on **Menu** and then click on the **Learning** app

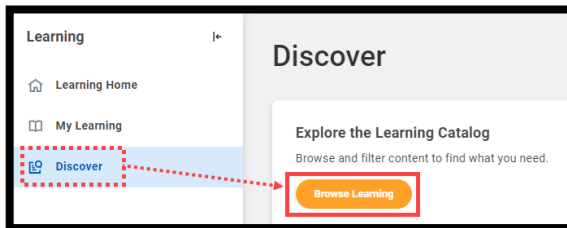


Workday Learning

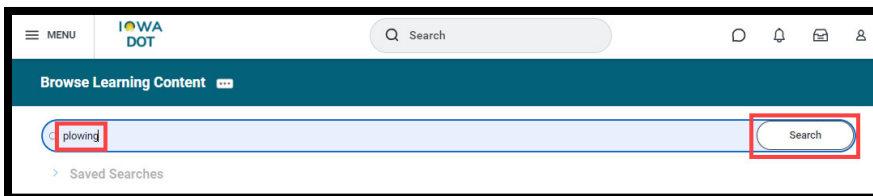
2. Click on the Browse Learning link




 **Note:** This link is also found in the **Discover** tab.

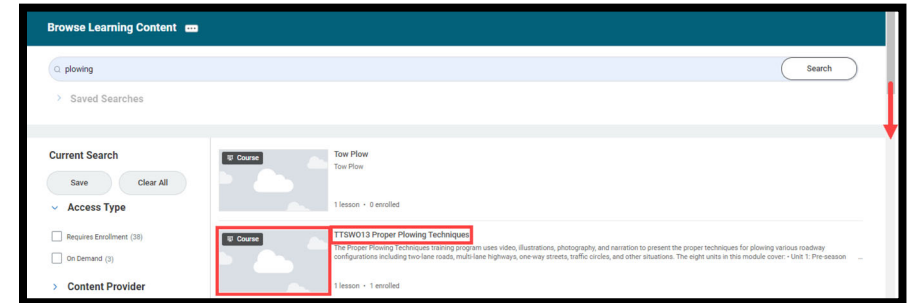


3. Type a keyword in the Browse Learning Content search bar

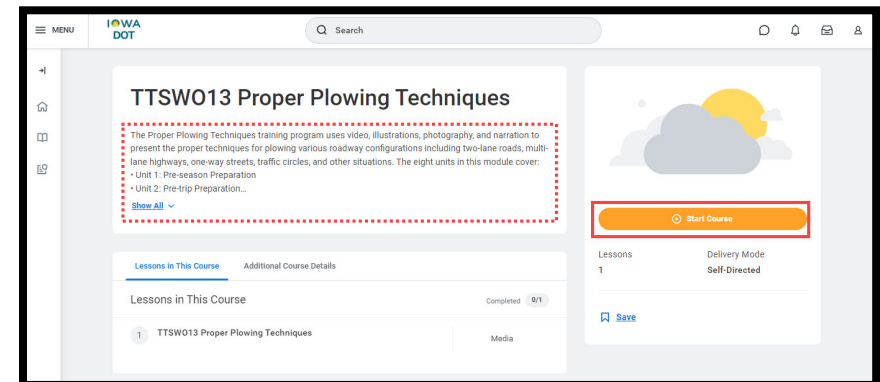


 **Note:** You can also scroll down and click on a facet (e.g., **Topic**) for a listing of courses related to the topic.

4. Click on the course you would like to take

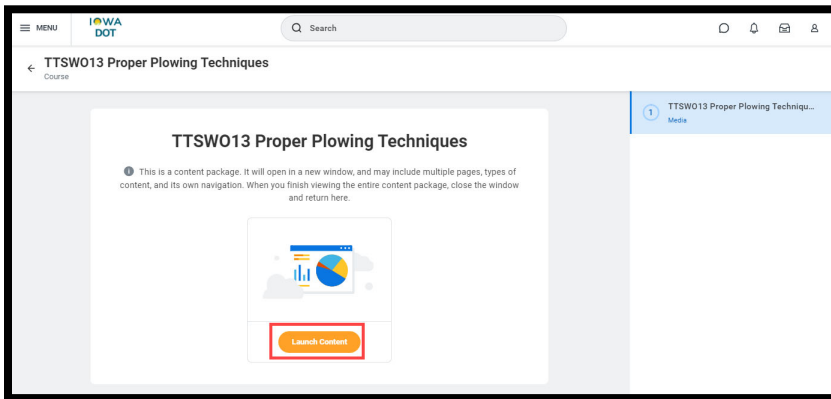


5. Once you have read the course description, click on the Start Course button

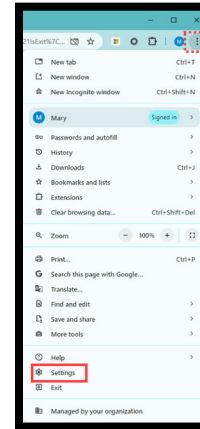



Workday Learning

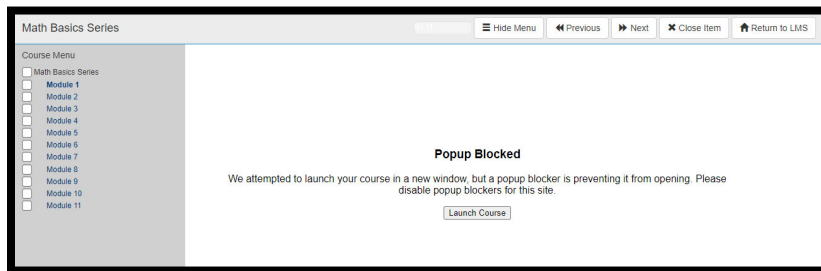
6. Click the **Launch Content** button to begin the course



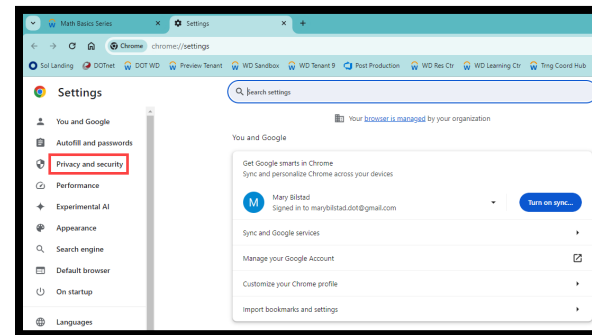
b. Click **Settings** (towards bottom of pop-up box)



 **Note:** If a **Popup Blocked** message displays, you need to disable popup blockers. Steps may vary based on your browser.

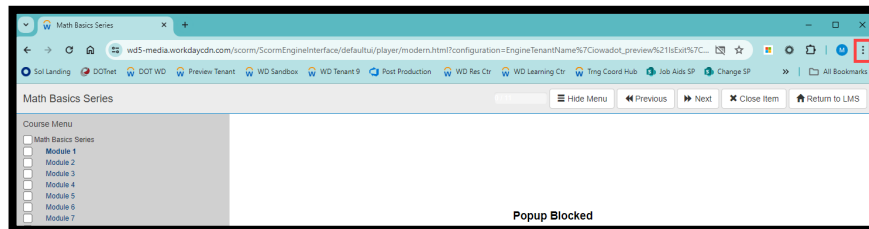


c. Click on the **Privacy and security** tab (left side of page)

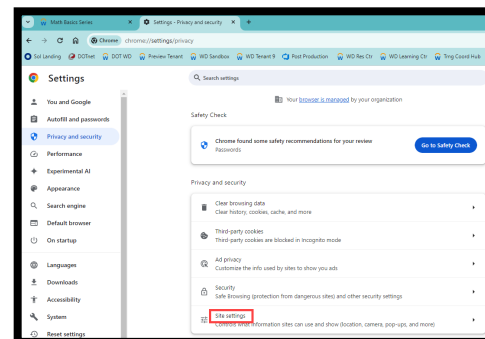


For Chrome: (Edge will have similar steps)

a. Click **More** or the three vertical dots in the top right corner

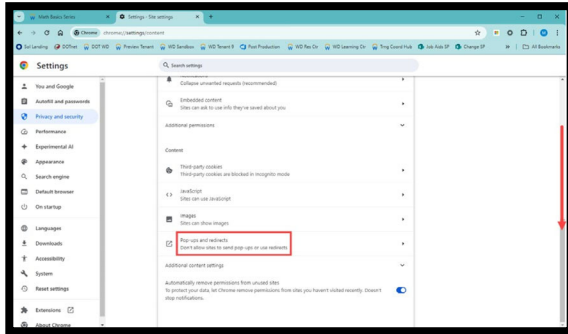


d. Click **Site Settings**

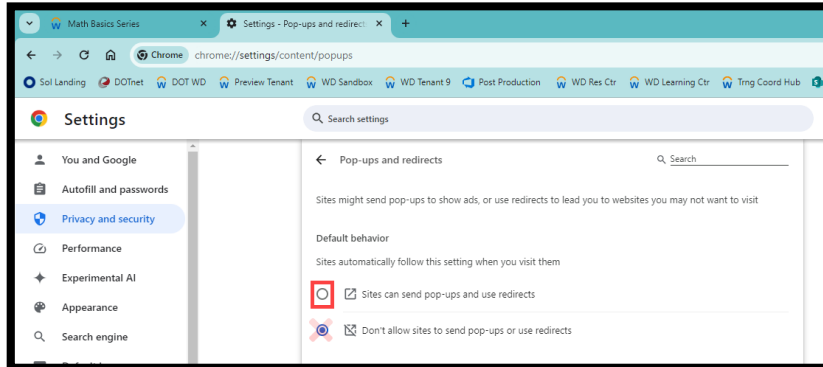


Workday Learning

e. Scroll down and click Pop-up and redirects



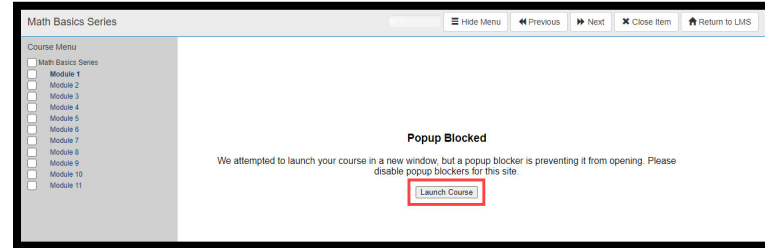
f. Select the Sites can send pop-ups and use redirects



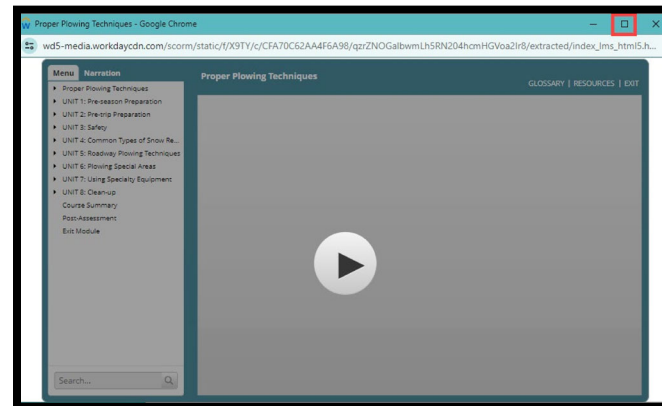
g. Close the window to return to your Workday page



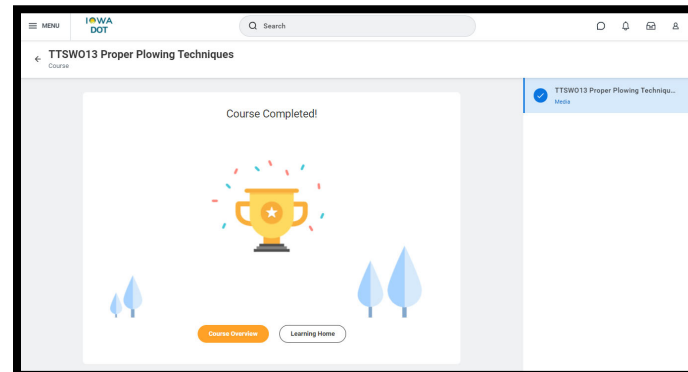
7. Click Launch Course



8. The course will display in a pop-up box. Click the box icon in the top, right corner to expand the box



9. Complete the modules/training course

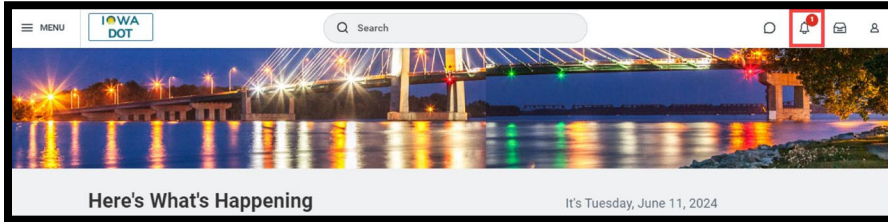


Workday Learning

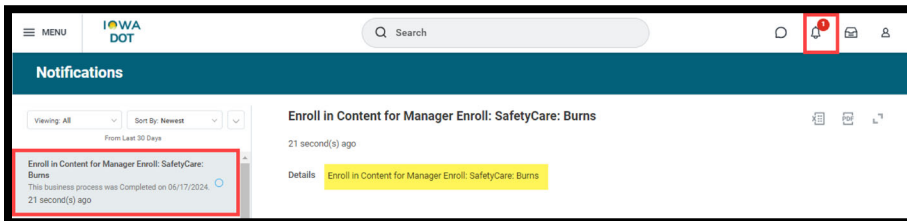
HOW TO ACCESS THE WORKDAY LEARNING COURSES YOU ENROLLED IN OR ARE ASSIGNED TO YOU

You will receive an email and a Workday Notification (bell icon) when a Workday Learning course is assigned to you.

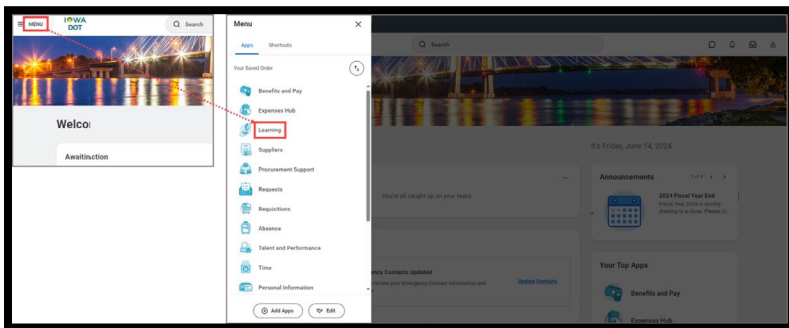
1. Click on the **Notification** icon



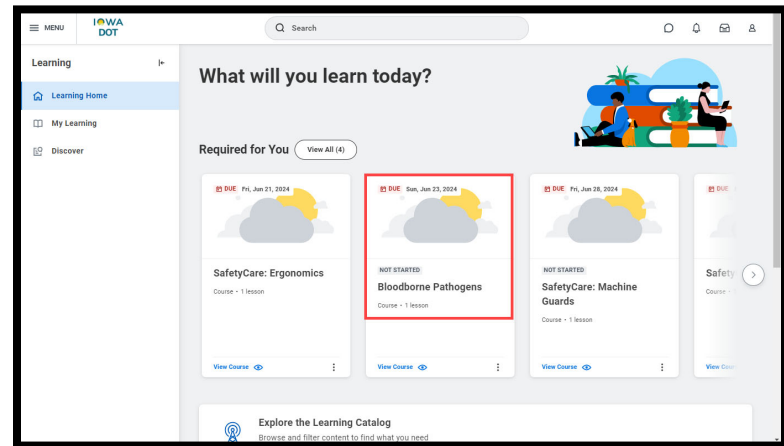
2. Click on the **Enroll in Content** item to find the name of the Workday Learning Course you need to take



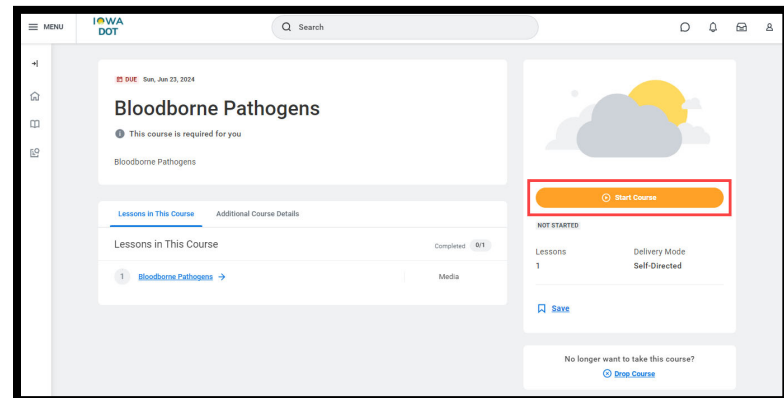
3. Click on **Menu** and then click on the **Learning** app



4. The **Learning Home Page** will display the courses that you are required to take. Click on the course you want to take

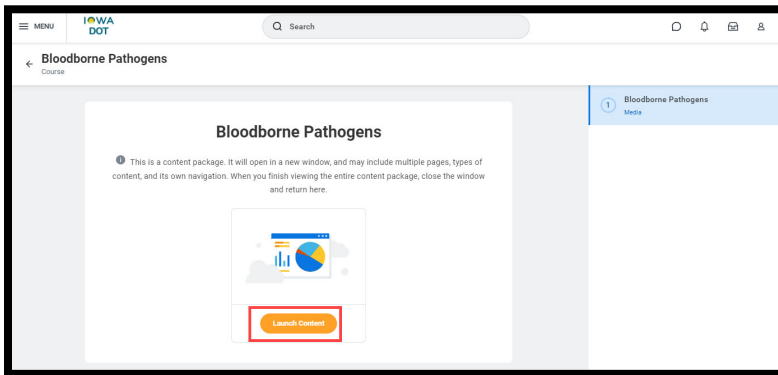


5. Click on **Start Course**

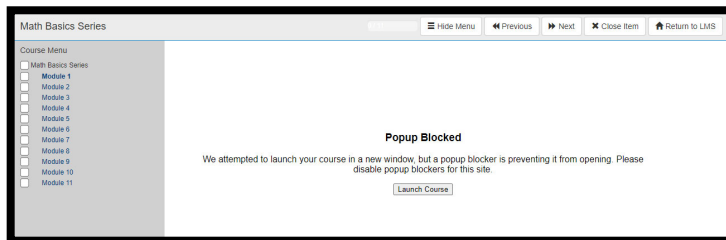


Workday Learning

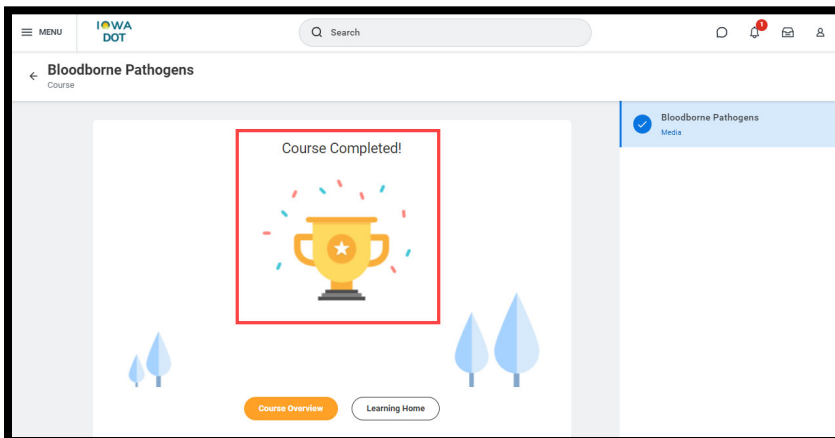
6. Click Launch Content



Note: If a **Popup Blocked** message displays, you need to disable popup blockers. Click [here](#) to go to steps to disable popup blocker in Chrome.



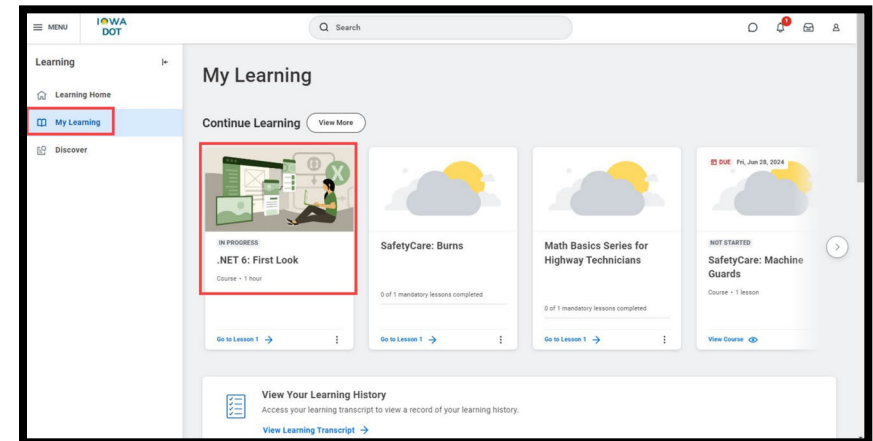
7. Complete the modules/videos/course content



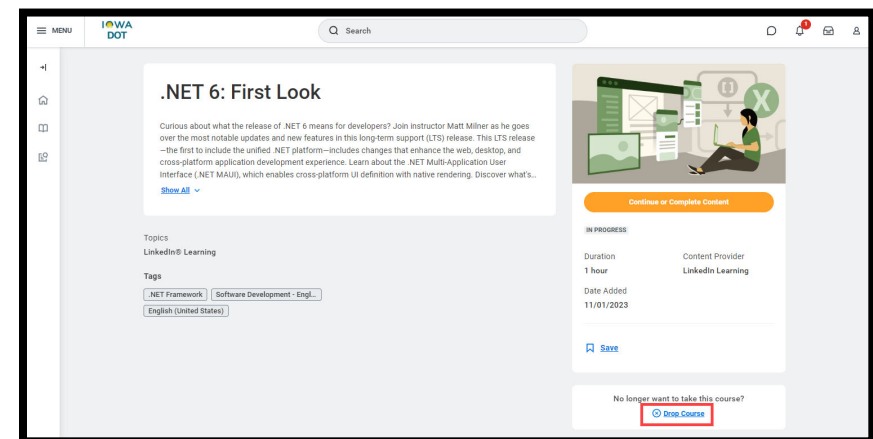
HOW TO DROP AN OPTIONAL WORKDAY COURSE

If you voluntarily enroll in a Workday Learning Course and decide not to take the course, you can **drop** the course. Note, however, that you **cannot** drop a **Required** course.

1. Click **My Learning** in the left-side panel and then click on the course you would like to drop

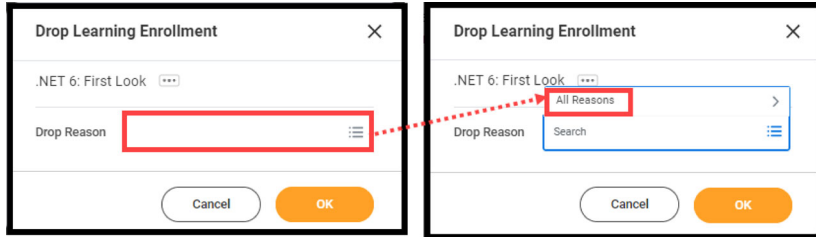


2. Click Drop Course

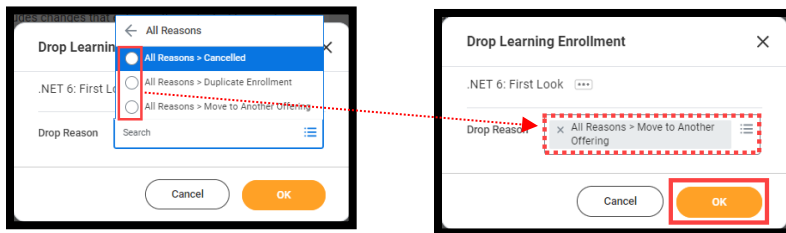


Workday Learning

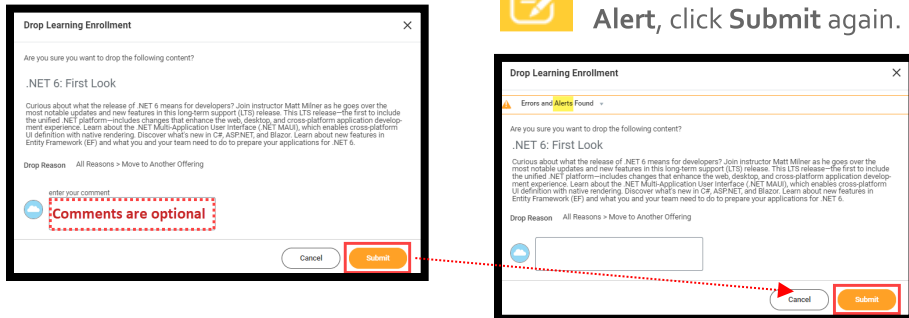
3. Click in the Drop Reason field and the click All Reasons



4. Select the most appropriate option and click OK

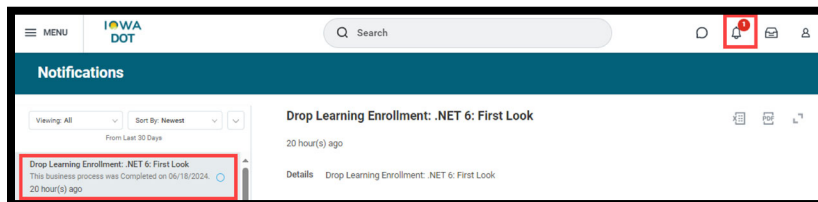


5. Click Submit



Note: If you receive an Alert, click Submit again.

Note: You will receive a Notification when you drop a course.

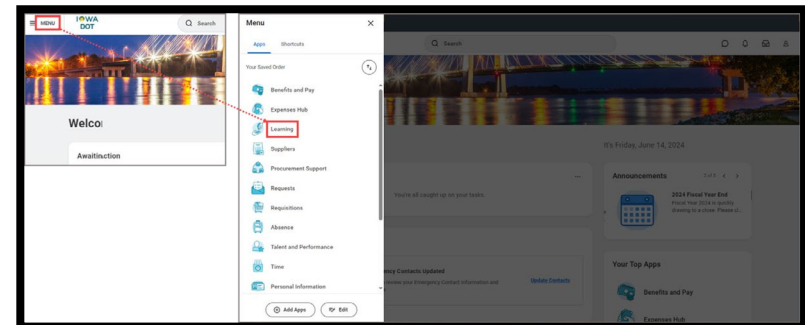


HOW TO FIND AND VIEW YOUR TRANSCRIPTS, COMPLETED TRAINING, AND CERTIFICATIONS

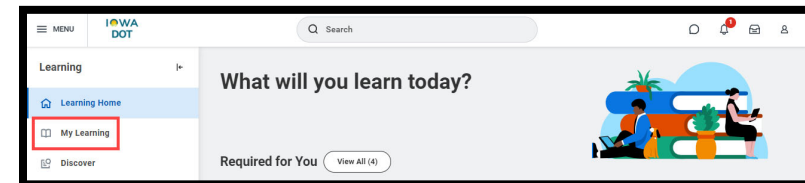
- [Workday Learning Transcripts](#)
- [Workday Career > Learning \(Workday Learning Courses\)](#)
- [Workday Career > Training \(DOTU courses\)](#)
- [Workday Career > Certifications \(non-DOT courses – FEMA, CPA, etc.\) and Workday Learning Certifications](#)

1. Workday Learning Transcripts

- Click on **Menu** and then click on **Learning** app

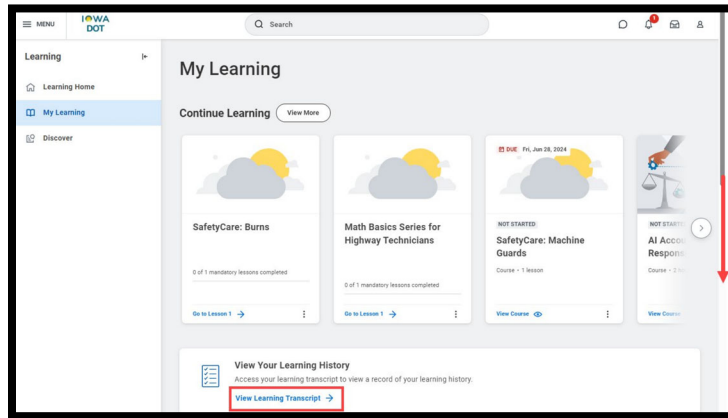


- Click **My Learning** (left side panel)



Workday Learning

c. Click on View Learning Transcript

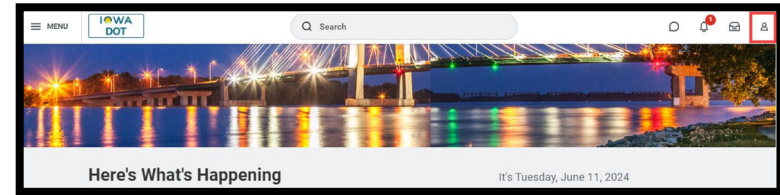


d. Your Workday Learning courses display

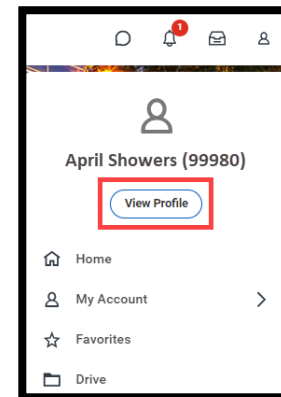
Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Record Type
Not Started - 2 items									
Q	SafetyCare: Machine Guards	Digital Course	Enrolled	06/12/2024	Not Started	Do Not Track		0	Enrollment
Q	AI Accountability: Build Responsible and Transparent Systems	Digital Course	Enrolled	05/17/2024	Not Started	Do Not Track		0	Enrollment
In Progress - 2 items									
Q	SafetyCare: Burns	Digital Course	Enrolled	06/11/2024	In Progress	Do Not Track		0	Enrollment
Q	Math Basics Series for Highway Technicians	Digital Course	Enrolled	06/13/2024	In Progress	Do Not Track		0	Enrollment
Learning History - 2 items									
Q	SafetyCare: First Aid for Burns [Safety short]	Digital Course	Enrolled	06/17/2024	Completed	06/17/2024 03:14:07 PM		0	Enrollment
Q	Bloodborne Pathogens	Digital Course	Enrolled	06/13/2024	Completed	06/18/2024 10:08:49 AM		0	Enrollment

2. Workday Career > Learning (Workday Learning Courses)

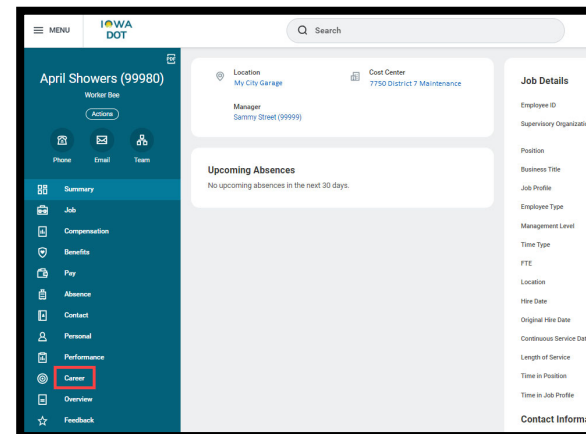
a. Click on your Profile picture / cloud / person icon



b. Click on View Profile

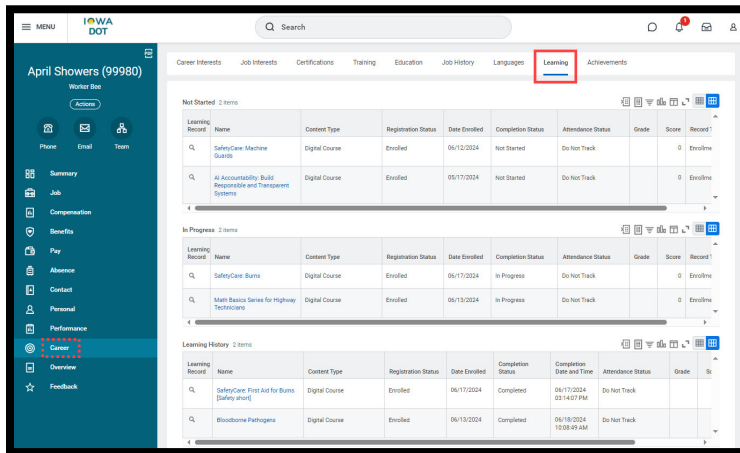


c. Click on the Career tab (left side panel)

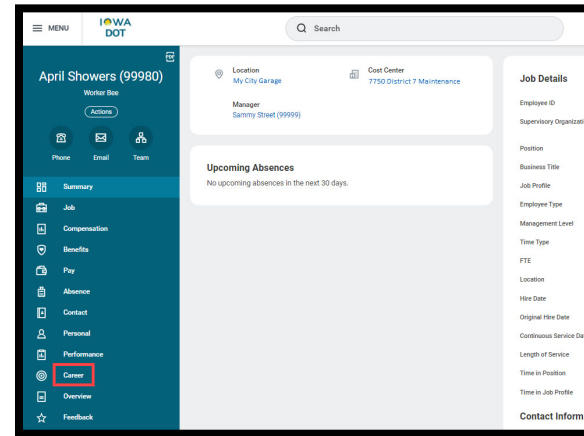


Workday Learning

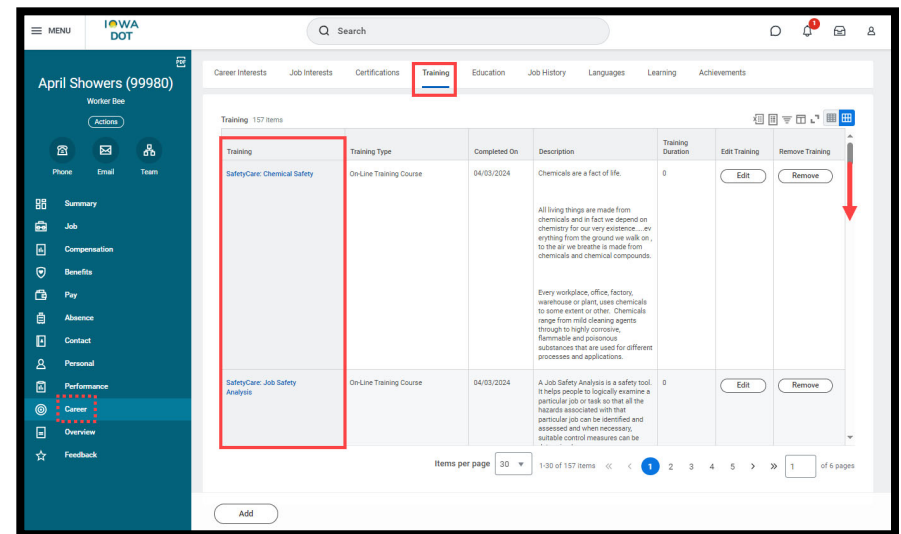
- d. Click on the **Learning** tab (top of page) to view your **Workday Learning Courses**



- c. Click on the **Career** tab (left side panel)

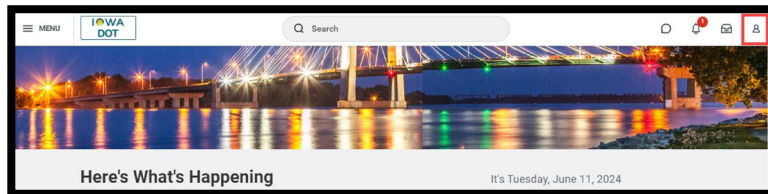


- d. Click on the **Training** tab (top of page) to view your **DOTU courses**

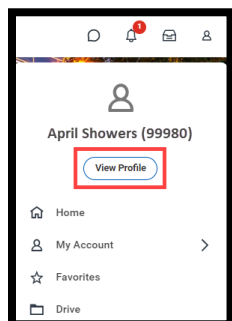


3. Workday Career > Training (DOTU courses)

- a. Click on your Profile picture / cloud / person icon



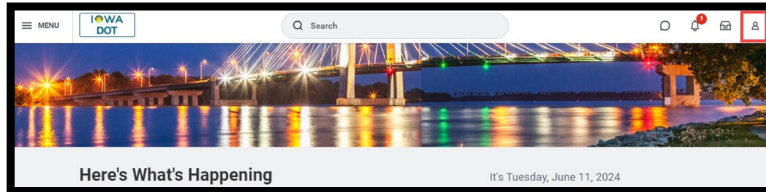
- b. Click on **View Profile**



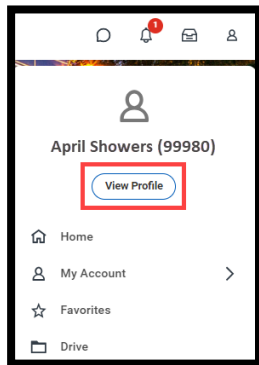
Workday Learning

4. Workday Career > Certifications (non-DOT courses – FEMA, CPA, etc.) and Workday Learning Certifications

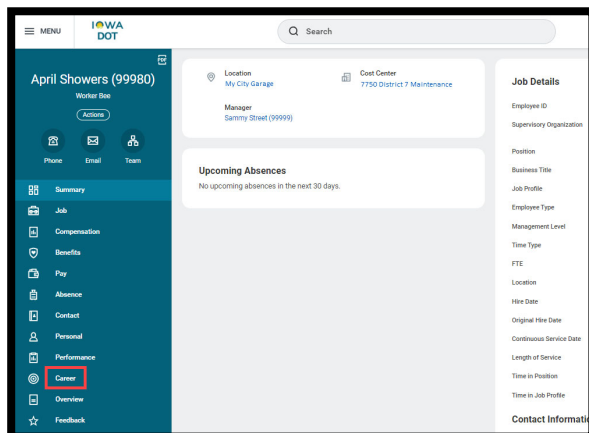
a. Click on your Profile picture / cloud / person icon



b. Click on View Profile



c. Click on the Career tab (left side panel)



d. Click on the Certifications tab (top of page) to view (or add) non-DOT courses (e.g., FEMA, CPA, etc.) and certifications earned through Workday Learning

