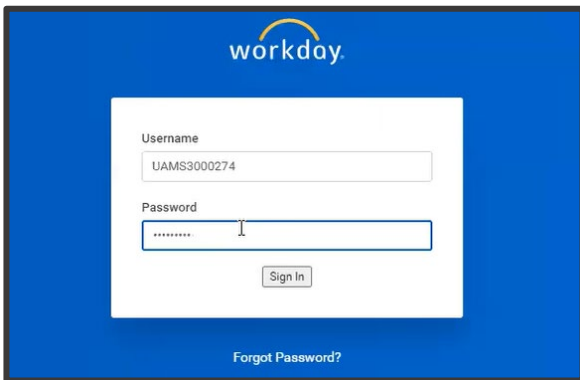


This quick reference guide (QRG) supports Extended Enterprise Learners in logging in to Workday, accessing Workday Learning, setting preferences, and searching for courses.

ACCESS WORKDAY EXTENDED ENTERPRISE

You can access Workday using the information in the email welcoming you to Workday Learning. Your initial login information will be provided there, and you can follow the steps below to complete the login process.

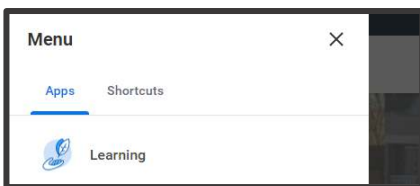
1. Navigate to the Workday Learning home page using the link in the email provided.
2. For your **Username**, enter your institution’s prefix: UAMS followed by your student ID number (ex. UAMS1234567).
3. The first time you log in, you will use the **Password** provided in the email. You will be prompted to change this password after signing in for the first time.




ACCESS WORKDAY LEARNING & SETTING PREFERENCES

From the Home page:

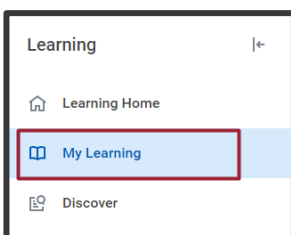
1. Click on the **Learning** app from the Global Navigation Menu.



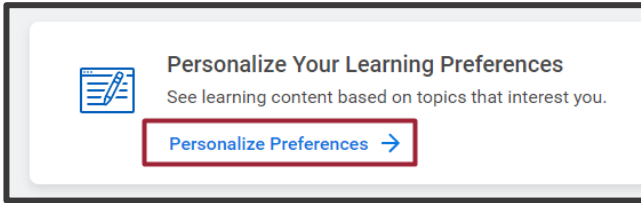


Note: If the Learning app is not visible, click Add Apps at the bottom of the menu and search for the Learning app.

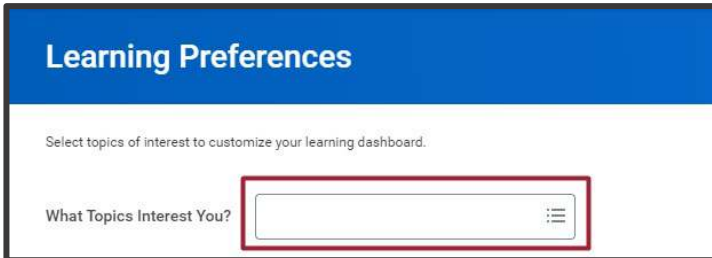
2. Select **My Learning** from the side panel.



- Click the link for Personalize Preferences.



- Click on the drop-down menu and select topics of interest.



- Click **OK**.

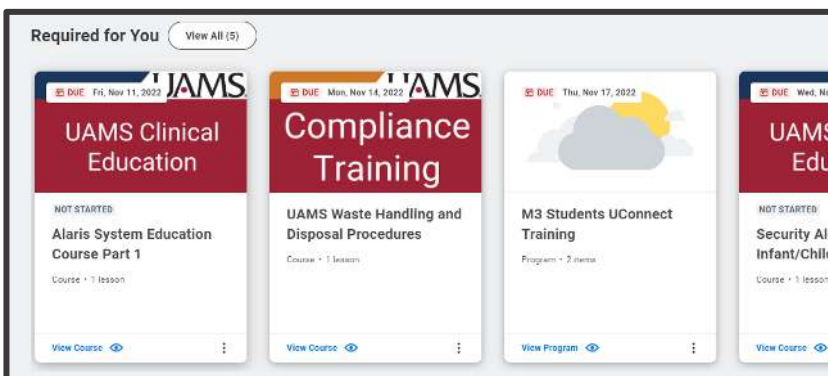
NAVIGATING WORKDAY LEARNING

The Workday Learning app is separated into three sections, each of which can be accessed from the side panel. Each section contains sliders, or cards, which display learning content to help develop skills for learners. Below is a listing and brief description of each area and the associated content.

Learning Home

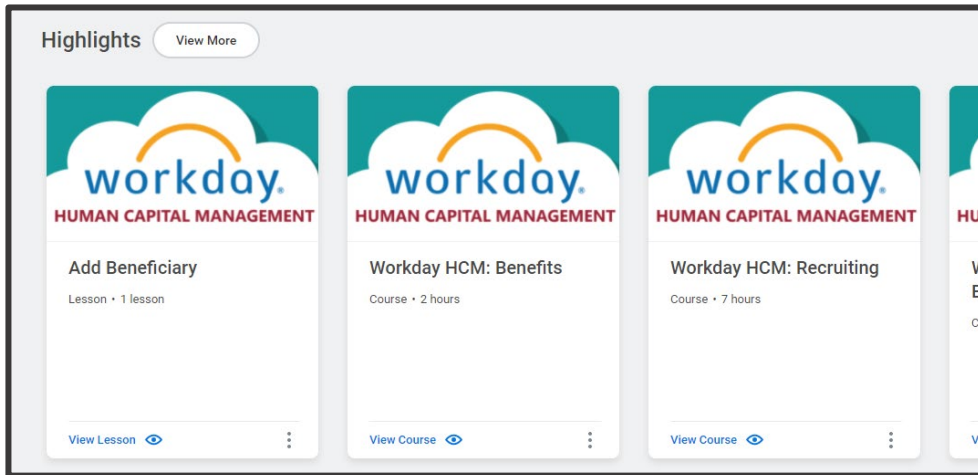
The Learning Home tab displays important learning content, such as highlighted content and content that you have been assigned. This tab is the default landing page each time a learner accesses the Learning app. The following content sliders display on this tab:

Required for You: This slider displays any courses that have been assigned to you and marked as required. If you have any required learning content, this slider will be listed at the top of your page.



Note: If required content has been assigned a due date, that date will display on the snapshot for the content within the slider.

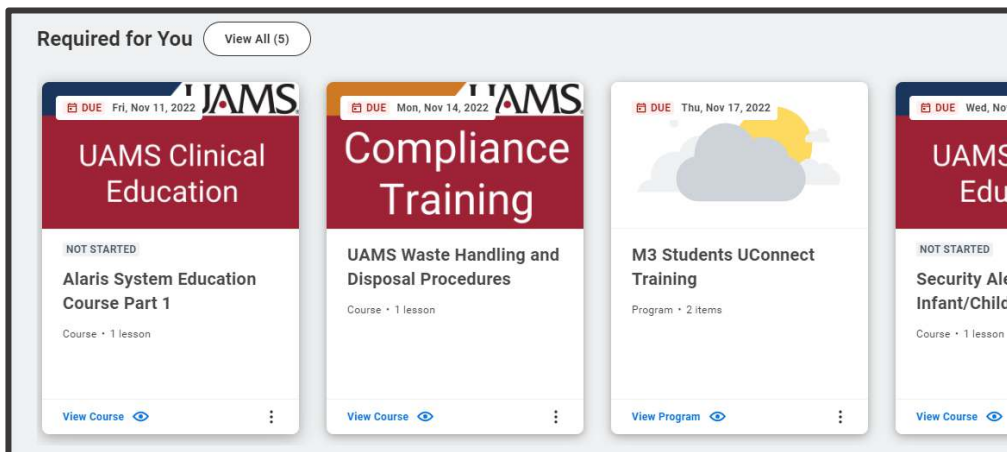
Highlights: This slider displays courses chosen by your institution or the UA System to emphasize for the current time period. Courses in this slider will change as new content is chosen to highlight.




My Learning

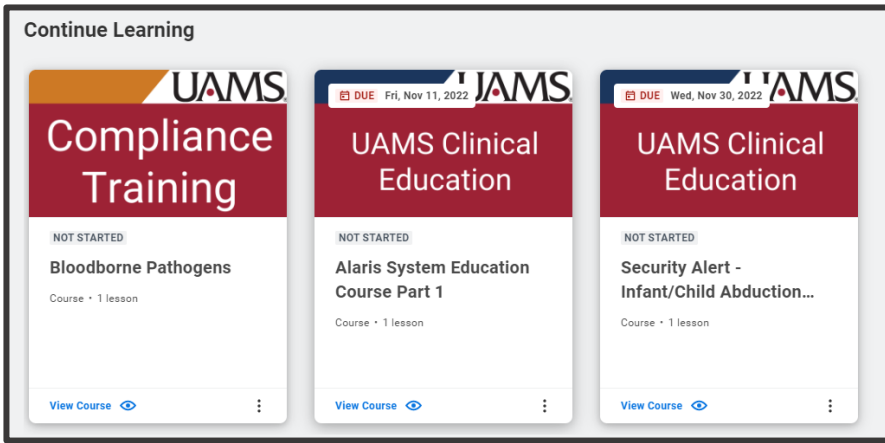
The My Learning tab displays learning content associated with the individual learner, as well as historical learning information and options for personalizing learning preferences. The following content sliders display on this tab:

Required for You: This slider displays any courses that have been assigned to you and marked as required. If you have any required learning content, this slider will be listed at the top of your page.

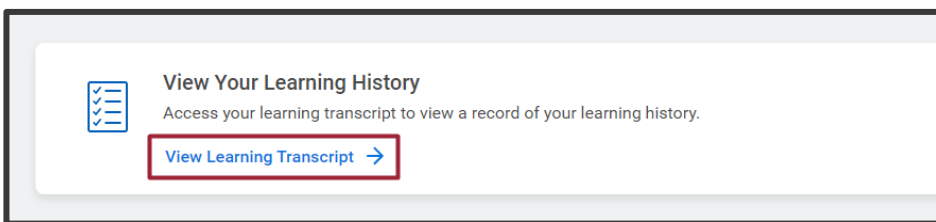


 **Note:** This slider is a duplicate of the Required for You slider on the Learning Home page, and content will be identical in both sections.

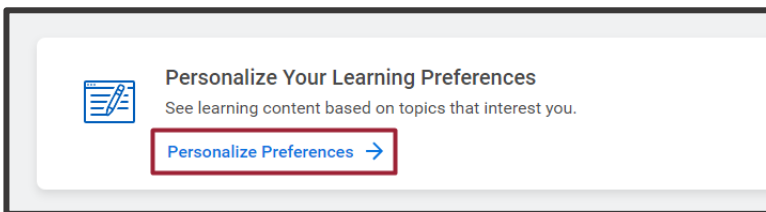
Continue Learning: This slider displays courses that you are enrolled in and have either not started or are in the process of completing. Once a course has been completed it will no longer show on this slider.



View Your Learning History: This card links to the learning transcript for the learner, allowing a view of their learning history, including enrolled, in progress, and completed courses, along with other relevant course completion information.



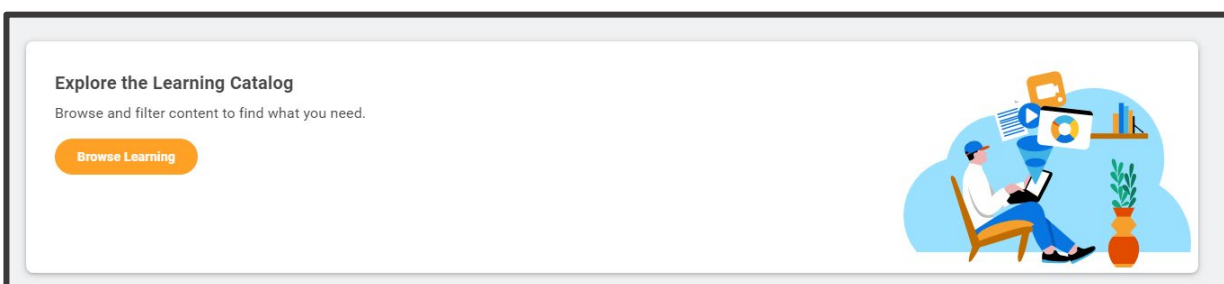
Personalize Your Learning Preferences: This card links to the learning preferences for the learner, allowing the choice of topics. Topics chosen in learning preferences will determine what content populates in some learning sliders.



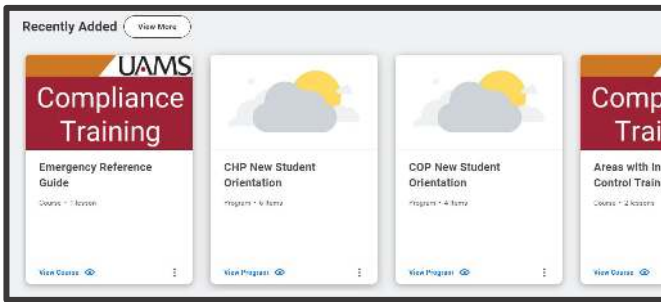
Discover

The Discover tab allows learners to search for content using the Browse Learning option or view suggested content provided in various sliders. The following content sliders display on this tab.

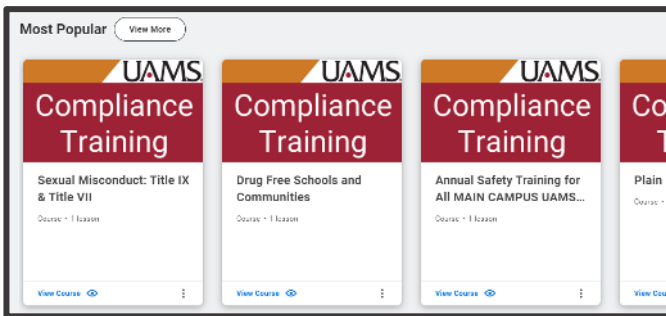
Explore the Learning Catalog: This slider links to the Browse Learning option, allowing users to search for specific training by name, classification, or type using various filters.



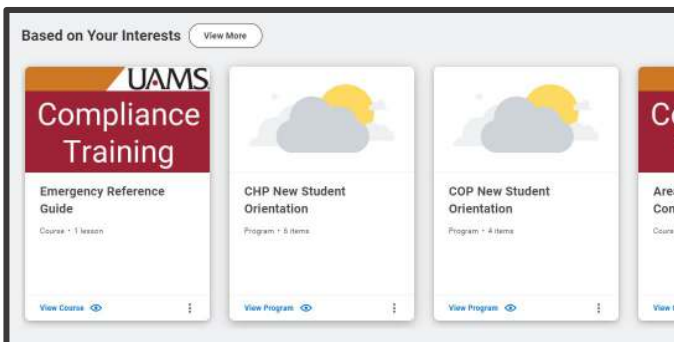
Recently Added: This slider displays courses that have been recently added to Workday Learning.



Most Popular: This slider displays courses that have the highest recent enrollment rates.



Based on Your Interests: This slider displays courses in the topic(s) chosen by the learner in Learning Preferences.

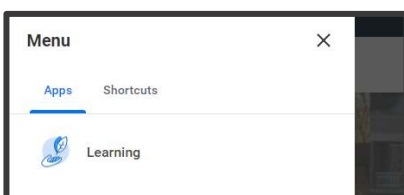


USE BROWSE LEARNING

The Browse Learning option allows users to search for specific learning content by name, classification, or type using various filters.

From the Home page:

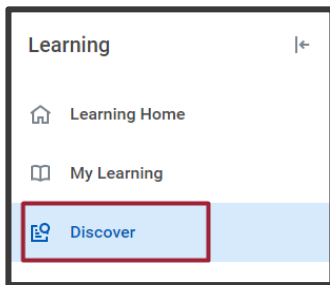
1. Click on the **Learning** app from the Global Navigation Menu.



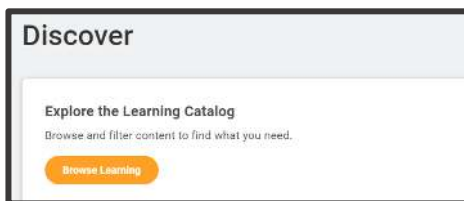


Note: If the Learning app is not visible, click Add Apps at the bottom of the menu and search for the Learning app.

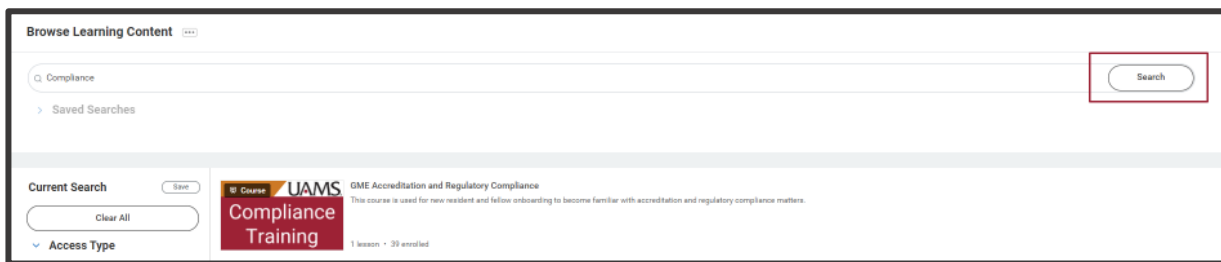
2. Select **Discover** from the side panel.



3. Click **Browse Learning** from the content card on the right.



4. Enter keywords into the search field and click **Search**.



5. Use the filter options on the left menu to narrow the search.

