Learning: Getting Started in Workday for Learning

Workday User Guide

Intended Audience: Learners

Overview:

As a Workday learner, you will be able to view training libraries, access your transcript and required learning, and enroll in courses. Workday Learning should be used for all required Dickinson learning. EngageD will continue to be used for various campus activities and wellness events.

See topics below to get started:

Task: View Required Training

1. Select the **Learning** App on the Workday homepage, the **Required Training** slider will list the content and display a due date.

Task: Browse Learning Content

1. From the **Learning App**, select **Discover > Browse Learning**

2. Locate content using the filters on the left, select the content to view more details.

   TIP: You can use Workday's global search feature to search for learning content!

Task: How to Enroll in Content

1. Select the course to view the details of the course.

2. Select **Enroll** Review the information associated with the course and select **Submit**.

   TIP: For some course types, you can choose from different training sessions based on their date and location. Be sure to carefully select the option that works best for you.

Task: How to View Your Training Transcript

1. From the **Learning App**, select **My Learning > View Learning Transcript**. This view will show training that is Not Started, In Progress, and Completed.

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Task: Dropping a Learning Course

1. If you need to drop a course you've already enrolled in, select the **Learning** App from the menu on the left side of the home page.

2. **Select My Learning > Drop Learning Enrollment.**

3. Select the course you want to drop from the menu. Select **OK**.

   a. **Note: You will not be able to drop required learnings.**

4. Select the **drop-down reason**. Select **OK**.

5. Enter a comment if applicable and select **Submit**.

Support: Still have questions?

For additional questions or support, please contact Human Resource Services at hrservices@dickinson.edu.

For technical support, please contact the HelpDesk at 717-245-1000 or email helpdesk@dickinson.edu.