

WORKDAY@OK LEARNING FOR EMPLOYEES

THIS GUIDE IS FOR: ALL

Employees can view learning history and manage enrollment of learning courses through Workday@OK. Managers also have the ability to enroll their teams in learning courses.

BENEFITS

Workday@OK Learning provides many benefits, including:

1. Ensuring information security by giving users access to content that is appropriate based on their role.
2. Streamlining career development by enabling user to view available learning opportunities and receive suggestions on relevant content that can help develop or improve existing skills.
3. Maximizing learning efficiency and flexibility by offering digital and blended courses.

VIEWING REQUIRED TRAINING

From the Workday@OK homepage, select **View All Apps**, then select **Learning**. If any training is required, there will be a **Required Training** slide that will list the content and display a due date.

ENROLLING IN CONTENT

1. Select the **Global Navigation icon** from the top left corner of the page, then select **Learning**. You may need to select **View More** to display the list of all applications.
2. Select **Discover** on the left side of the page to browse the Learning Catalog.
3. Select **Browse Learning** to view available learning content.
4. Use the search bar or the filters on the left side of the page to narrow down your search.
5. Select the **Learning Course** you are interested in and choose **Select Offering** or **Enroll**, based on the type of content.
6. Review the information associated with that offering and select **OK**.

Note: Depending on the learning offering selected, your manager may be required to approve the enrollment in Workday@OK.

VIEWING YOUR LEARNING TRANSCRIPT

1. Navigate to the **Learning** application by selecting **View All → Learning** from the Workday@OK homepage.
2. Select **My Learning** from the left side of the page.
3. Select **View Learning Transcript** to view courses you are enrolled in, have in-progress, or have completed.

DROPPING A LEARNING COURSE

1. If you need to drop a course you've already enrolled in, from the Workday@OK homepage select **View All Apps → Learning**.
2. Select **Drop Enrollment**.
3. Select the course you want to drop from the menu. Select **Ok**.
4. Select the **Drop Reason**. Select **Ok**.
5. Enter a comment, if applicable, and select **Submit**.