

About Workday Learning

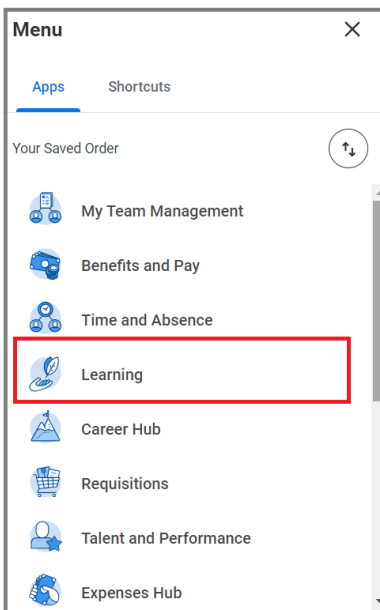
Workday Learning is the Learning Management System housed within the Workday system. All current employees who have access to Workday will have access to Workday Learning.

- If you are a current BYU employee or current BYU contractor and do not have access to Workday, please contact your department's Human Resources representative.
- If you are a current BYU student and need access to Workday Learning to complete safety training before you can access a lab for your academic class, please contact the department's health and safety coordinator for help with access to Workday Learning.
- If you are an authorized volunteer (not a BYU employee and not a BYU student) and need access to Workday Learning to complete training before you can begin your duties as a volunteer, please contact the department's Human Resources representative for help with access to Workday Learning.

Basic Workday Learning Navigation

Access Workday Learning

From the Apps Menu, select **Learning**.



Learning Home

After you have been assigned required training, the training will be posted in the Required for You section of the Learning Home page.

The courses and programs that you have been assigned or enrolled in (but have not yet started or have not yet completed), are posted in the Continue Learning section of the Learning Home page.

The screenshot displays the BYU Learning Home interface. On the left is a sidebar with navigation options: Learning Home (selected), My Learning, Discover, and a Links section containing Skills and Experience, Start My Development Plan, My Library, Risk Management, Human Resource Development, and Human Resource Services. The main content area is titled "What will you learn today?". It features a "Required for You" section with a large blue card for "BYU UNIVERSITY CORE TRAINING" due on Friday, Dec 6, 2024. The card indicates it is "NOT STARTED" and contains 2 items, with a "View Program" link. Below this is a "Continue Learning" section showing three smaller cards: "Fire Safety for Mascots" featuring a mascot in a fire suit, a photo of mascots celebrating, and another "BYU UNIVERSITY CORE TRAINING" card due on Friday, Dec 6, 2024. The interface also shows "Showing 1 of 1" items in the Continue Learning section.

My Learning

Both the Required for You and Continue Learning sections are also found on the My Learning page.

The screenshot shows the 'My Learning' page. On the left is a sidebar with a 'Learning' header and a menu containing 'Learning Home', 'My Learning' (highlighted), 'Discover', and 'Links'. The 'Links' section lists 'Skills and Experience', 'Start My Development Plan', 'My Library', 'Risk Management', 'Human Resource Develop...', and 'Human Resource Services'. The main content area is titled 'My Learning' and features two sections: 'Required for You' and 'Continue Learning'. The 'Required for You' section displays a 'BYU UNIVERSITY CORE TRAINING' card with a 'DUE Fri, Dec 6, 2024' badge, a 'NOT STARTED' status, and a 'View Program' link. Below this, it says 'Showing 1 of 1'. The 'Continue Learning' section shows three cards: 'Fire Safety for Mascots' (with a mascot image), 'Learn to Dance with Cosmo' (with a dance image), and another 'BYU UNIVERSITY CORE TRAINING' card with a 'DUE Fri, Dec 6, 2024' badge and a 'NOT STARTED' status.

You can also access your Learning Transcript from the My Learning page.

This screenshot shows a different view of the 'My Learning' page. The sidebar is identical to the previous one. The main content area displays progress bars for '2 of 3 mandatory lessons completed' and '0 of 1 mandatory lessons completed', each with a 'Go to Lesson 1' link. Below these is a section titled 'View Your Learning History' with the text 'Access your learning transcript to view a record of your learning history.' and a red-bordered button labeled 'View Learning Transcript' with a right-pointing arrow.