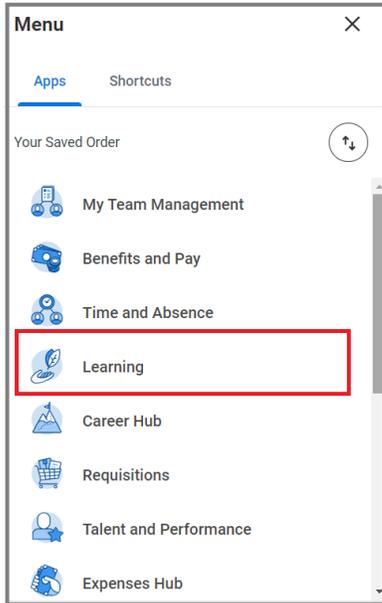
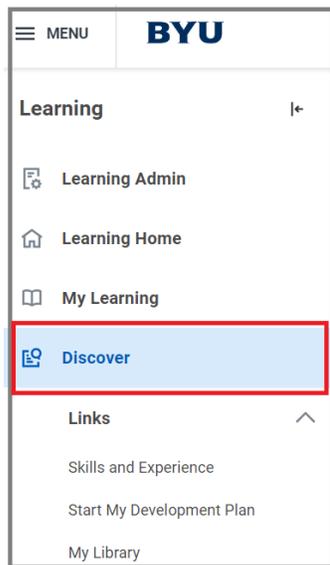


How to Enroll in a Digital Course in Workday Learning

- 1 Access Workday Learning**
From Dashboard Menu, select **Learning**.

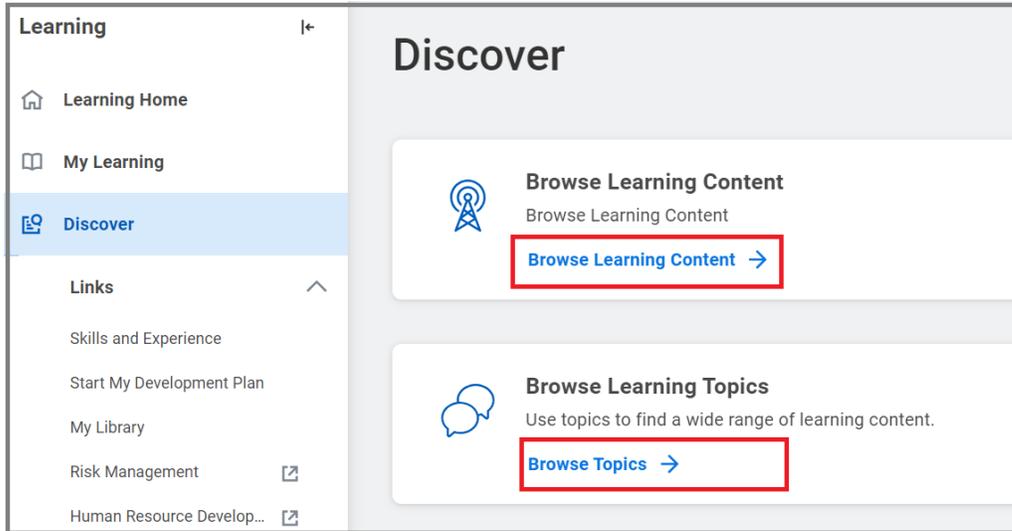


- 2 Find the Digital Course**
From the Learning Menu, select **Discover**.

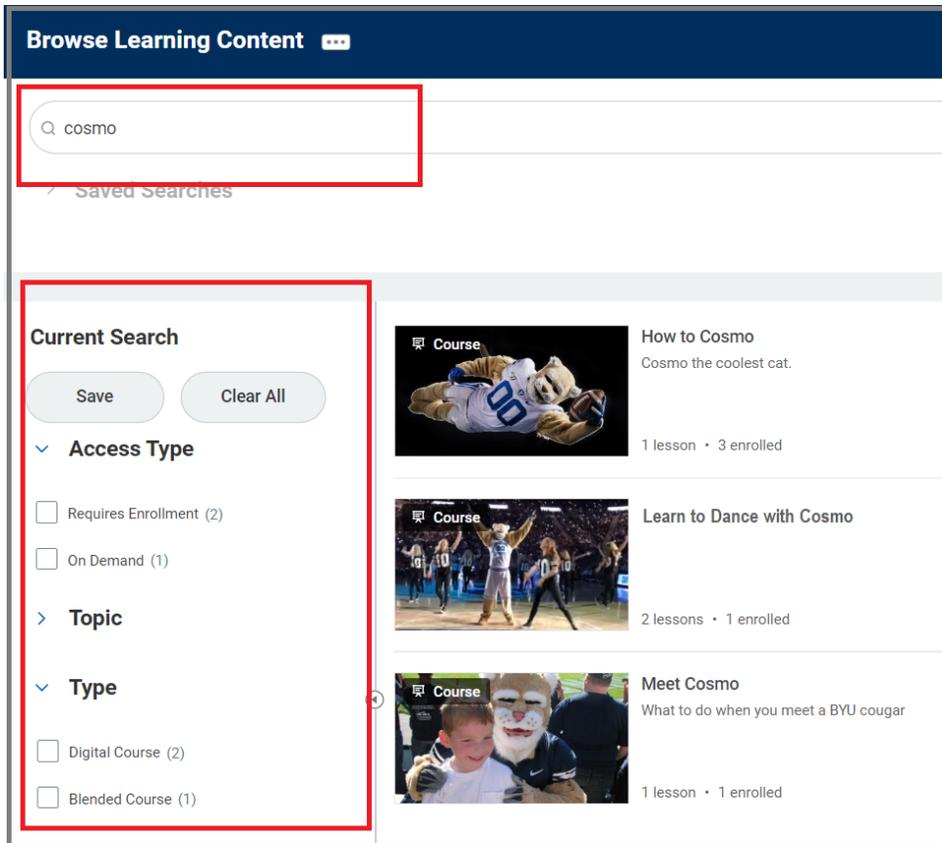


3 On the Discover dashboard, select **Browse Learning Content**.

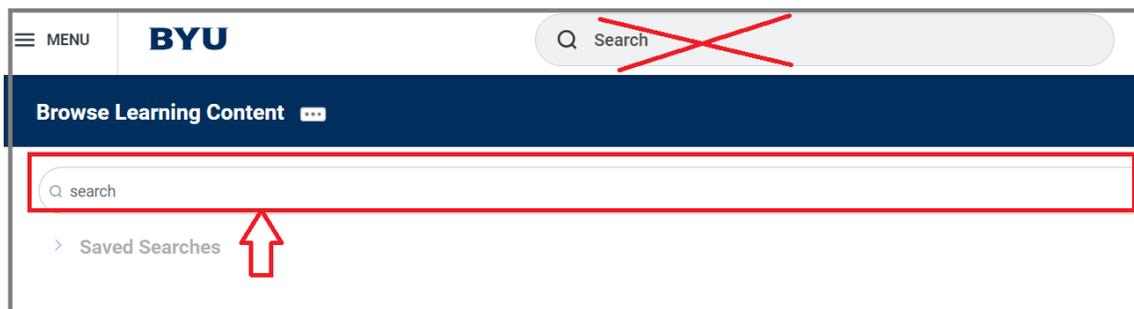
Note: If Browse Learning Topics is selected, choose the Topic, and then follow the same procedure as Browse Learning Content.



- 4 On the Browse Learning Content page, narrow the course search results in these ways:
- Enter a keyword or course title in the search bar.
 - Use the filters on the on the left side of the page.



Note: When you are browsing for learning content, remember to use the Browse Learning Content search bar. It is a common mistake to use the general Workday search bar.



5 To select a course, select the course title or course image.



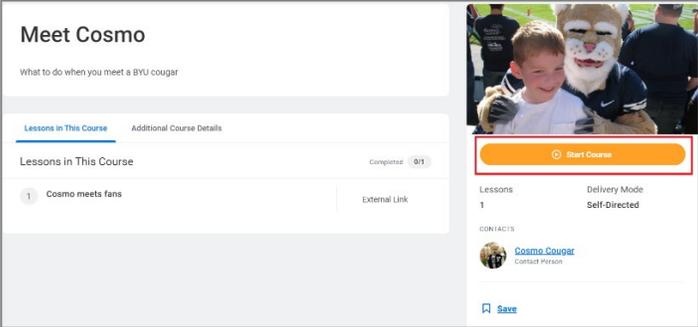
Course

Meet Cosmo

What to do when you meet a BYU cougar

1 lesson • 1 enrolled

6A **Start or Enroll in a Course**
On the course page, select the **Start Course** button.



Meet Cosmo

What to do when you meet a BYU cougar

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/1

- 1 Cosmo meets fans External Link

Start Course

Lessons: 1 | Delivery Mode: Self-Directed

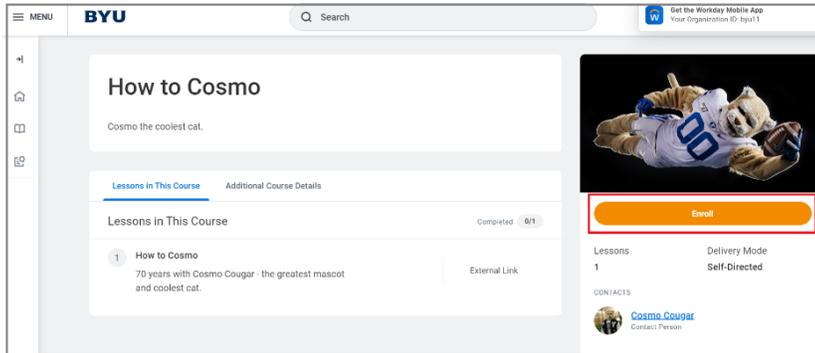
CONTACTS

 **Cosmo Cougar**
Contact Person

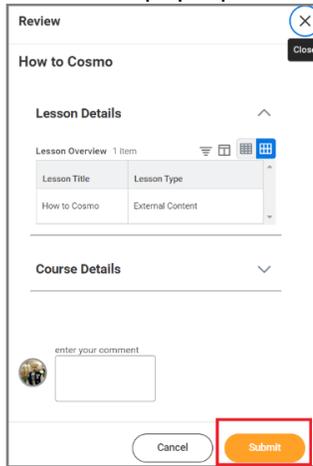
[Save](#)

6B Occasionally you could be required to Enroll in the course before starting the course. These are the steps to Enroll in and then Start the course:

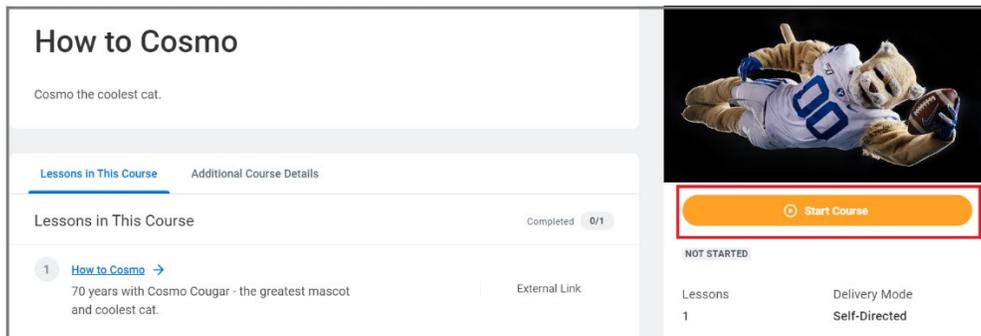
A. Select the **Enroll** button.



B. On the pop-up window, select the **Submit** button.



C. Select the **Start Course** button.



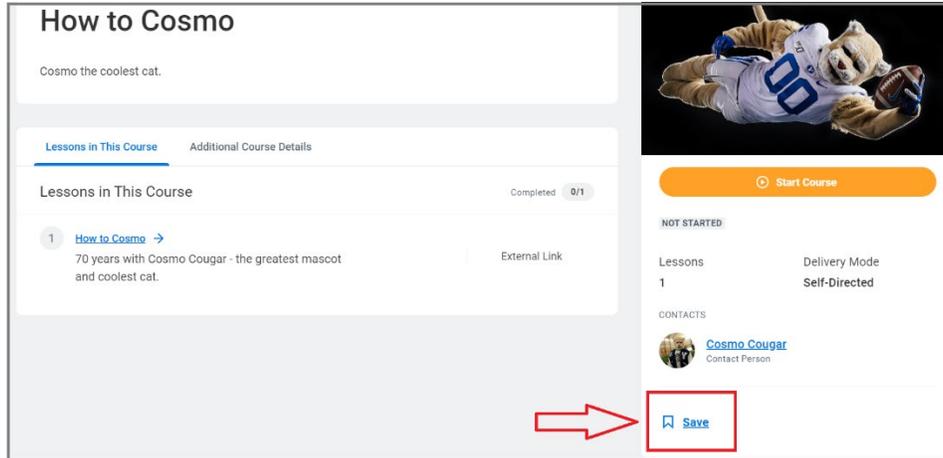
7

Save a Course for Later

If you do not want to start a course right away, you can save the course for later.

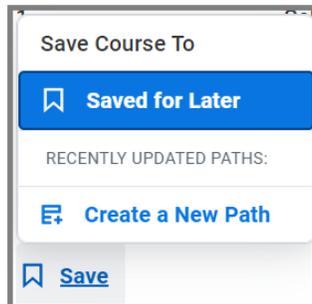
To save the course for later:

A. Select the **Save** link.



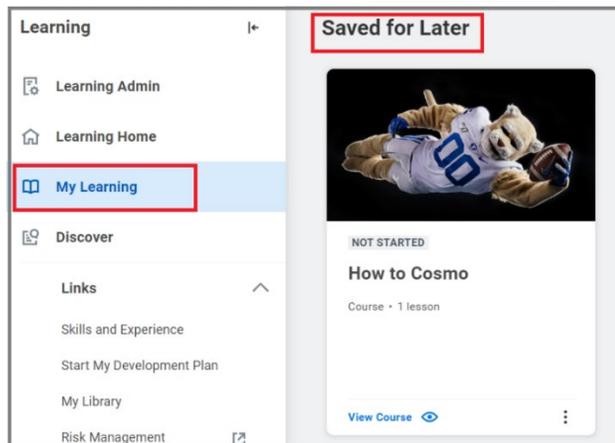
The screenshot shows the course page for 'How to Cosmo'. The title is 'How to Cosmo' with the subtitle 'Cosmo the coolest cat.' Below the title are two tabs: 'Lessons in This Course' (active) and 'Additional Course Details'. Under 'Lessons in This Course', there is a list with one item: '1 How to Cosmo → 70 years with Cosmo Cougar - the greatest mascot and coolest cat. External Link'. On the right side, there is a 'Start Course' button, a 'NOT STARTED' status, 'Lessons: 1', and 'Delivery Mode: Self-Directed'. Below that is a 'CONTACTS' section with a profile for 'Cosmo Cougar' (Contact Person). At the bottom right, a red box highlights a 'Save' button with a bookmark icon, and a red arrow points to it from the left.

B. Select **Saved for Later**.



The screenshot shows a 'Save Course To' dialog box. It has a blue button labeled 'Saved for Later' with a bookmark icon. Below it, it says 'RECENTLY UPDATED PATHS:' followed by a button labeled 'Create a New Path' with a plus icon. At the bottom left, there is a 'Save' button with a bookmark icon.

C. Access the course under the Saved for Later section on the My Learning page.



The screenshot shows the 'My Learning' page. On the left is a navigation menu with 'My Learning' highlighted. On the right, the 'Saved for Later' section is highlighted with a red box. It shows a course card for 'How to Cosmo' with a 'NOT STARTED' status, 'Course - 1 lesson', and a 'View Course' button.