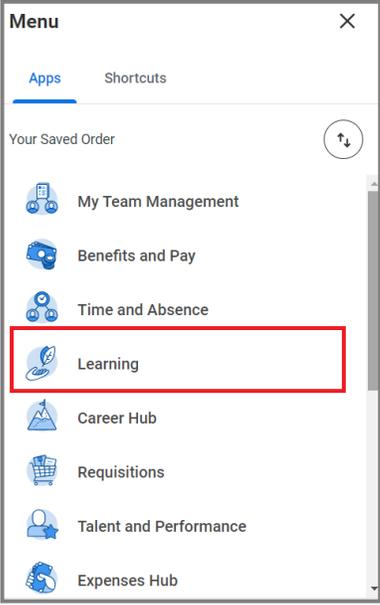
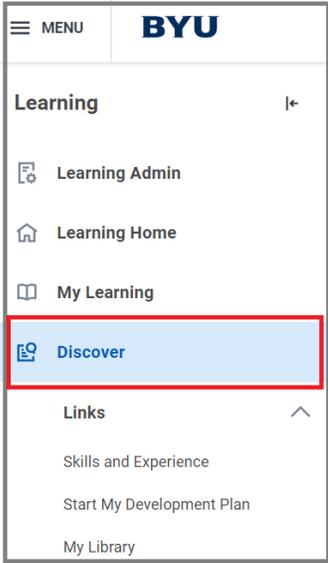


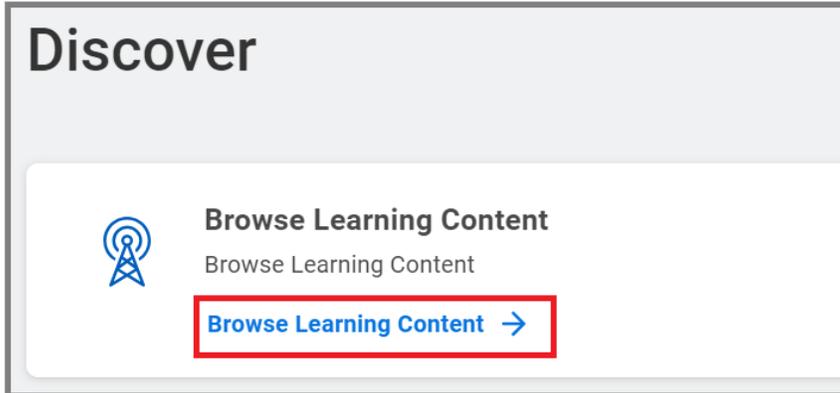
How to Enroll in a Program in Workday Learning

A program is a collection of courses grouped together because:

- the courses are a series of related content
- the courses are required training for a specific job role.

1	<p>From Dashboard Menu, select Learning.</p>  <p>The screenshot shows a 'Menu' window with a close button (X) in the top right corner. There are two tabs: 'Apps' (selected) and 'Shortcuts'. Below the tabs is a section titled 'Your Saved Order' with a circular arrow icon. A list of menu items follows: 'My Team Management', 'Benefits and Pay', 'Time and Absence', 'Learning' (highlighted with a red box), 'Career Hub', 'Requisitions', 'Talent and Performance', and 'Expenses Hub'.</p>
2	<p>From the Learning Menu, select Discover.</p>  <p>The screenshot shows the 'BYU' logo at the top right and a 'MENU' icon at the top left. The main heading is 'Learning' with a left-pointing arrow. Below it are several menu items: 'Learning Admin', 'Learning Home', 'My Learning', 'Discover' (highlighted with a red box), 'Links' (with an upward-pointing arrow), 'Skills and Experience', 'Start My Development Plan', and 'My Library'.</p>

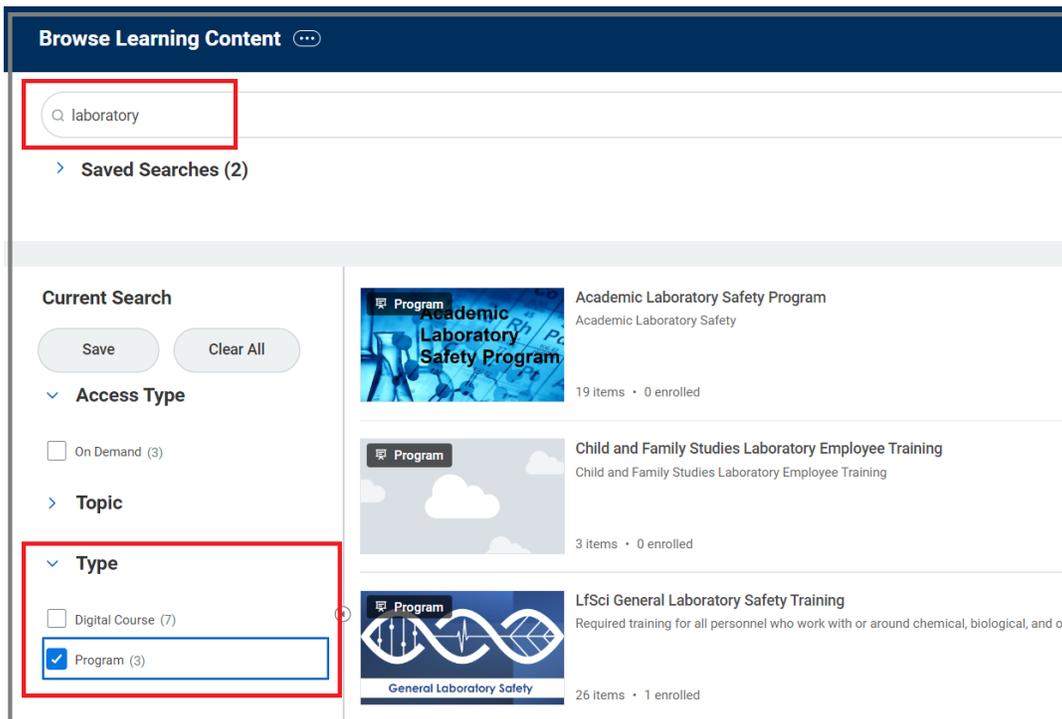
3 On the Discover dashboard, select **Browse Learning Content**.



4 On the Browse Learning Content page, narrow the program search results in these ways:

- Select the Programs filter.
- Enter the title or a key word in the Browse Learning Content search bar.

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.



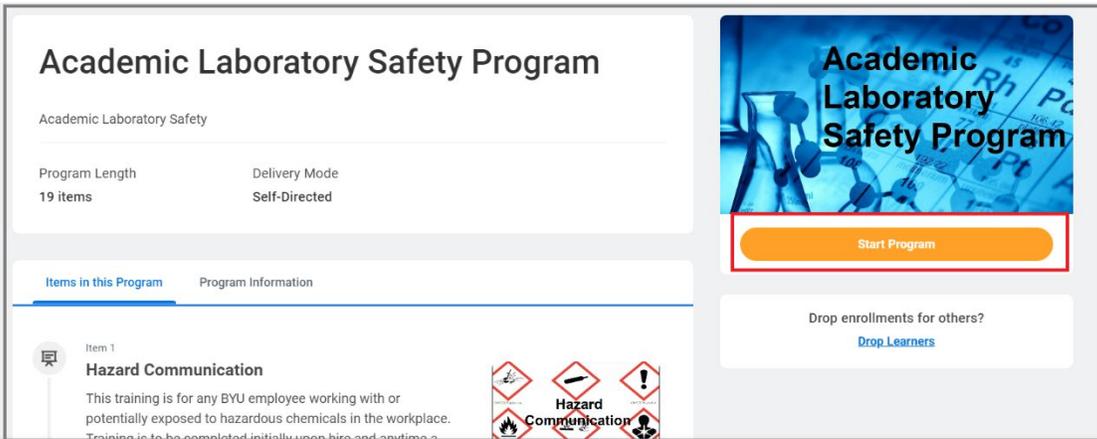
5 To select a program, click on the program title or program image.

*Note: The word **Program** displayed on the image indicates the training is a program.*

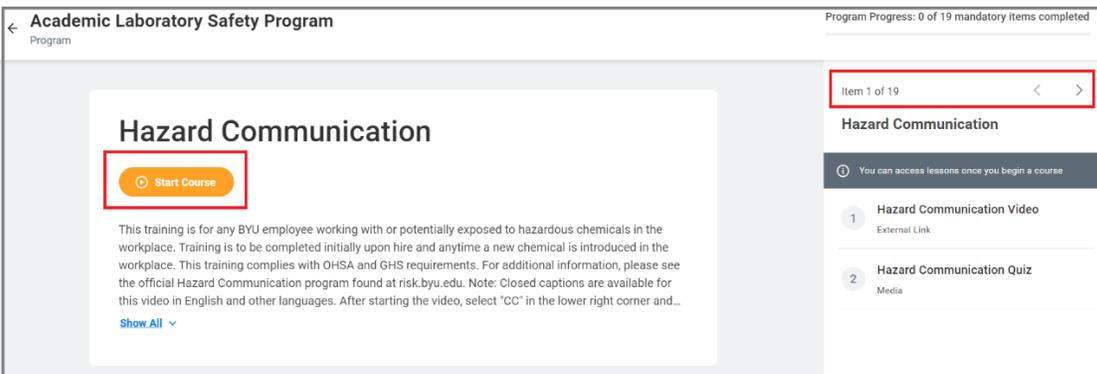


6 On the program page, select the **Start Program** button.

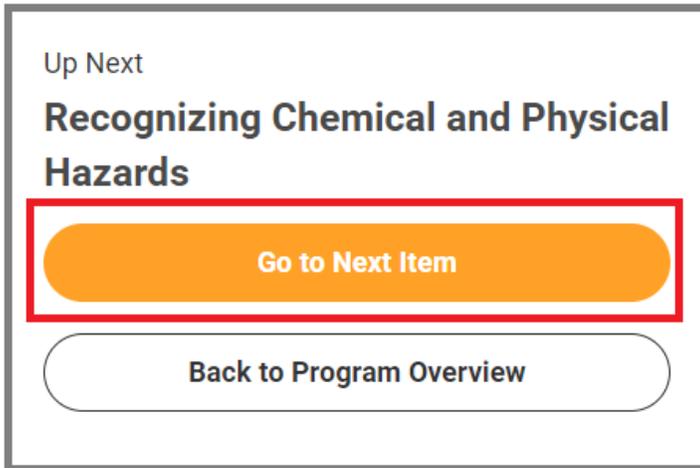
Note: Similar to courses, for some programs you are required to enroll in the program and then start the program.



7 After starting the program, the first course in the program is displayed. Courses are presented in the order they listed in the program. Select the **Start Course** button to begin the first course.



- 8 After you have completed a course in the program, you can move to the next course by selecting the **Go to Next Item** button.



- 9 When you have successfully completed every course in the program, the completion status is recognized. Select the **Back to Program Overview** button to return to the program home page.

