

5 STEPS TO CHECK WORKDAY TRAININGS EMPLOYEES



1

- LOG INTO WORKDAY
- SIGN IN USING YOUR CREDENTIALS



2

- SELECT MENU



3

- SELECT LEARNING



4

- LOCATE "REQUIRED FOR YOU" & TAKE COURSE(S) IF YOU DO NOT SEE THIS STEP, THEN GO TO STEP 5



5

- SELECT "MY TRANSCRIPT" TO VIEW YOUR COMPLETION STATUS