



FOR ALL UADA EMPLOYEES:

Step- By- Step Guide: How to Access and Track Mandatory Employee Training in Workday

Follow these steps to view your mandatory employee training status and Workday, including whether the training is in progress, incomplete, or completed.

Step 1: Log into Workday

1. Open your Internet browser and go to the Workday login page.
2. Enter your username and password to log in.

Step 2: Navigate to the Learning Home tab

1. Once logged in, click on the "MENU" tab at the top left corner of the page.
2. Click on the "Learning" app located on your Workday dashboard.
3. This will take you to the "Learning Home" tab

Step 3: Locate Your Required Training

1. Under the "Required for You" category, you will see all mandatory training assigned to you.
2. The "Required for You" category is ONLY visible when you have required training to complete. However, checking your "My Transcript" (See Step 4 Below) will aid you in ensuring your mandatory employee training is completed.
3. Incomplete: If you have not yet started a required training course it will remain under "Required for You" category.
 - To resume, click on the course title and continue where you left off.

4. **In Progress:** If you have started a required training course but have not completed it, it will remain in the “Required for You” category. All other courses will appear in the “Continued Learning” category.
5. **Completed:** Once you've finished a course, it will move to the “My Transcripts” under the “Learning History” section.

Step 4: Check Learning History in My Transcripts

1. You can view your Learning History by selecting “My Transcripts” from the Menu panel on the left of the screen.
 - Once in the “My Transcript” tab, you can view your courses that are **In Progress** and your **Completed** courses in the learning history section.
 - Your “Learning History” will show you
 - a. The name of the course,
 - b. The date the course was assigned to you,
 - c. Your completion status,
 - d. The completion date and time you finished the course.

Step 5: Follow-up

- If you do not see your mandatory employee training listed or encounter any issues, contact the HR Learning team at hrlearning@uada.edu for assistance.

This guideline ensures you stay on track with your mandatory employee training requirements. If you need further support, please do not hesitate to reach out!