

## How to Take a Course in Workday

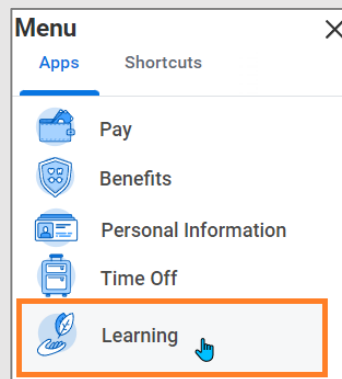
**INTRODUCTION:** All Willamette employees, contractors and volunteers have required training courses that need to be taken at the beginning of employment and annually thereafter. Follow the instructions below to enroll in and launch the courses.

1. Log into Workday. Willamette employees will be able to log in using single sign on. Contractors and volunteers will need to login via the direct login method. Directions for direct login are at the end of this job aid.

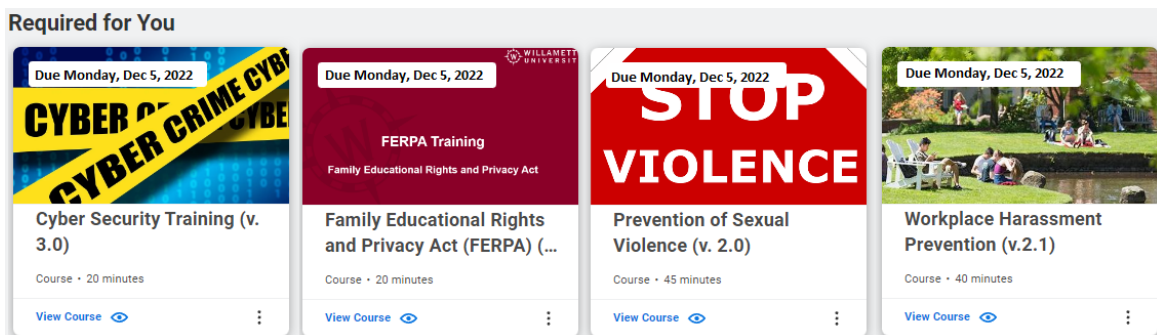
2. Once in Workday, click the **Menu** icon in the upper left corner.



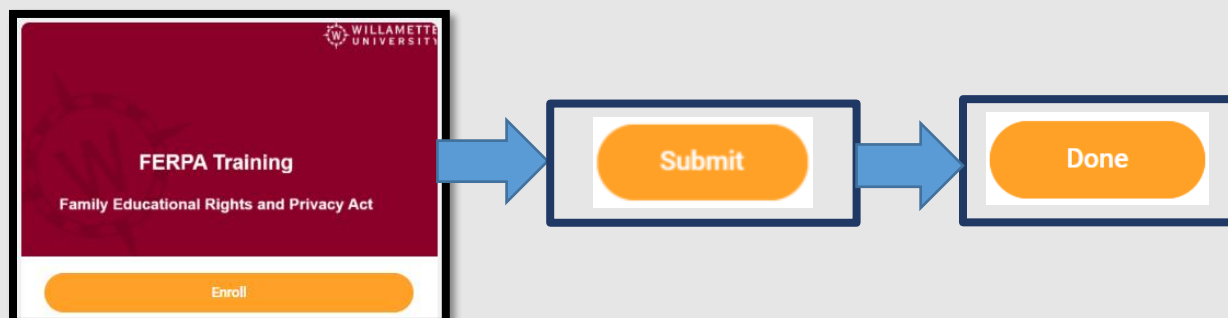
3. From the resulting menu, select **Learning**.



4. The courses due will display. Click on the desired course to enroll in it.



5. You will be taken to the course page, where you must select the **Enroll**, **Submit**, and **Done** buttons before being returned to enroll in the course.



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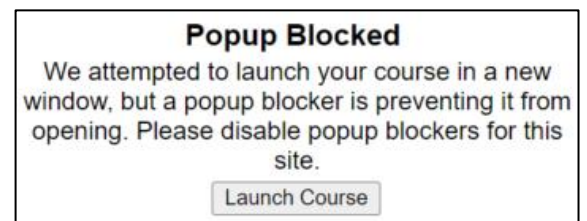
6. After enrolling, you will be led to the course page. To launch the course content, click the **Start Course** button.



7. You will then either be led to view the course directly or you will be prompted to click the **Launch Content** button, which will open a new window.



8. If you receive a popup blocked notice, simply click **Launch Course** to give permission for the course to start.



9. You may leave the course when it is partially complete, and it will continue from that point when you resume the course later.

## Troubleshooting

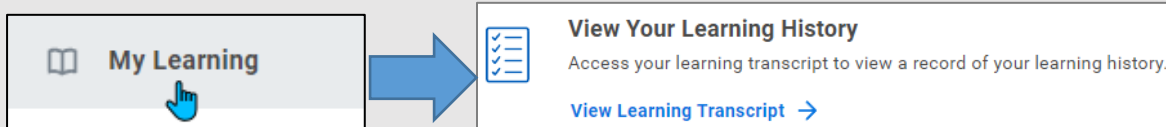
If you experience difficulty launching the course

- Shut down and restart your computer. It's surprising how many times this does the trick.
- Do you see a notice about needing to restart your computer for updates? If so, let the updates load and try again.
- Try a different browser, especially if you are using Apple Safari. Chrome followed by Firefox are the best options.
- If the first two interventions don't work, then clearing browser history and cookies will likely solve the issue. Find directions for doing so [here](#).

If none of these interventions work, please contact [hr@willamette.edu](mailto:hr@willamette.edu) for further assistance.

## Viewing Your Learning Transcript

Once you have completed a course, it is removed from the **Required for You** panel. You may review your completed courses by clicking **My Learning** in the left-hand navigation, then clicking the **View Learning Transcript** link in the View Your Learning History section.



## Direct Login Method

If you are new to the Willamette Workday system you will have received an email from Workday containing your initial system assigned Access Link, Username and Password. When entering Workday for the first time using this information you will be requested to reset the password for future logins.

Once you have reset your password you can access Workday from any computer using the following link:

<https://www.myworkday.com/willamette/login.html?redirect=n>

Once you have accessed Workday, follow the instructions outlined from the beginning of this document to complete your trainings as required.



The screenshot shows the Workday login interface. At the top is the Workday logo. Below it are two input fields: 'Username' and 'Password'. At the bottom of the form is an orange 'Sign In' button.

