

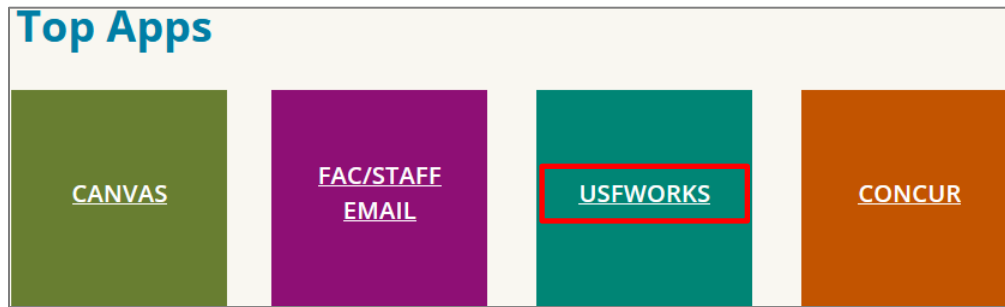
Accessing Required Training

The Workday Learning app is the university's Learning Management System (LMS). The app allows users to access a variety of courses, both required and optional.

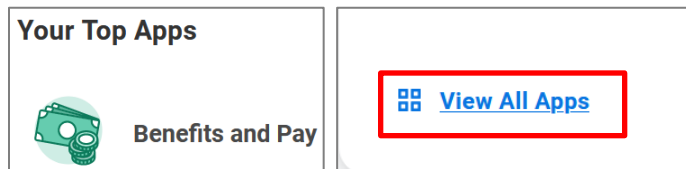
Important:

- Only use Firefox or Google Chrome; Safari is not compatible
- Clear your cache and allow pop-ups before starting the course
- If you leave the course in the middle of a section, you will have to repeat that section when logging back in.

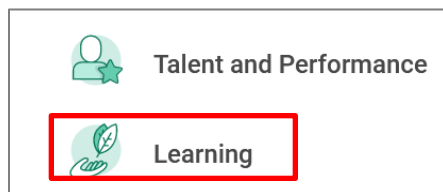
1. From the myUSF home page, click on the [USFWorks link](#).



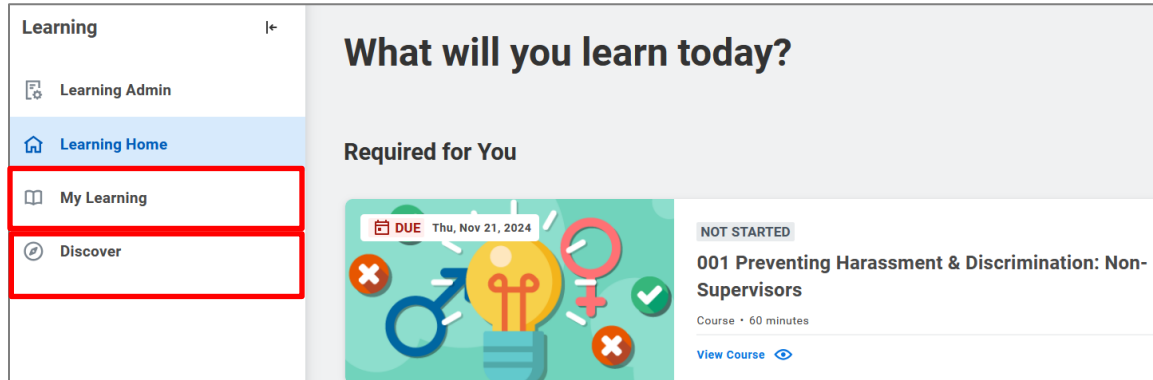
2. From the USFWork's home page, click the [View All Apps](#) link located in Your Top Apps block.



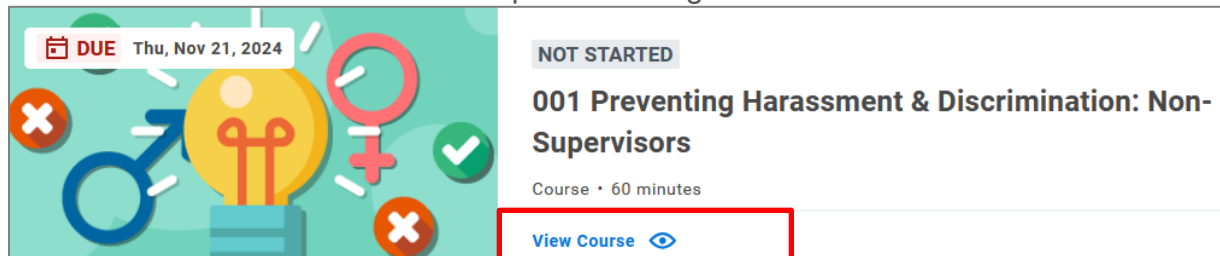
3. Choose the [Learning](#) app.



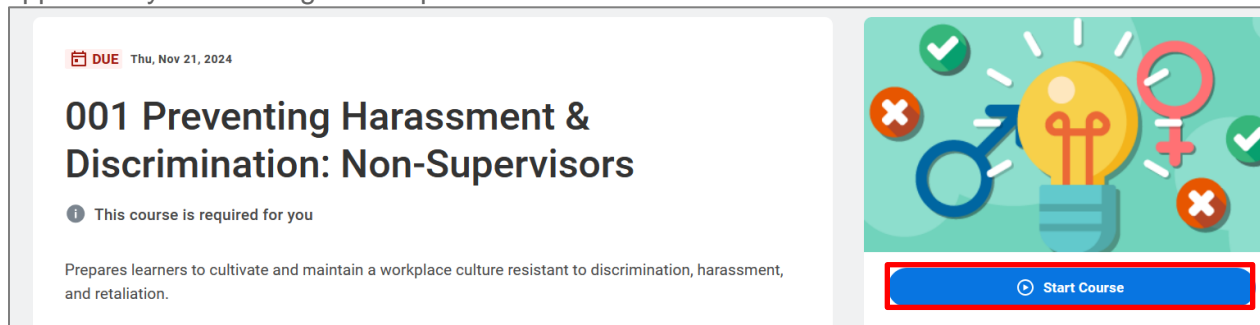
- You will be taken to your *Learning Home Page*. The home page includes links to *My Learning* which will provide details on courses you are registered for, are in progress with, or have completed. The *Discover* link allows you to browse available content. If you have required courses that have been assigned to you, they will appear on the *Learning Home Page*.



- Click *View Course* to access the required training.




- Click the *Start Course* link to begin the training. Once you complete the course you will see a completion message and the completion will appear on your learning transcript.



How to View Your Transcript

1. Click the *View My Transcript* link to view your learning history.



View Your Learning History
Access your learning transcript to view a record of your learning history.

[View Learning Transcript →](#)

2. You will be able to view the courses you are registered for but have not yet started, courses where you are in progress, and courses you have completed. Details include the content type, date enrolled, and date completed. You can also print your transcript using the print icon on the top right of the page.

My Transcript										
Not Started 2 items										
Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Reco	
Q	001 Preventing Harassment & Discrimination: Non-Supervisors	Digital Course	Enrolled	11/20/2024	Not Started	Do Not Track		0	Enroll	
Q	003 Building Supportive Communities: Clery Act and Title IX	Digital Course	Enrolled	01/25/2024	Not Started	Do Not Track		0	Enroll	
In Progress 2 items										
Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Attendance Status	Grade	Score	Reco	
Q	004 HR Hiring Guidelines	Course Offering	Enrolled	01/26/2024	In Progress	Do Not Track		0	Enroll	
Q	Managing Bias	Digital Course	Enrolled	10/13/2023	In Progress	Do Not Track		0	Enroll	
Learning History 2 items										
Learning Record	Name	Content Type	Registration Status	Date Enrolled	Completion Status	Completion Date and Time	Expiration Date	Attendance Status	Grade	Score
Q	004 Workplace Violence Prevention Training	Digital Course	Enrolled	07/01/2024	Completed	08/22/2024 12:00:00 AM	06/30/2025	Do Not Track		0
Q	002 Preventing Harassment & Discrimination: Supervisors	Digital Course	Enrolled	10/17/2023	Completed	11/14/2023 12:00:00 AM	11/14/2025	Do Not Track		0