

# Enrolling in an Assigned Course

Training courses will be assigned and completed in Workday.

## To Complete an Assigned Learning Course

From the Learning application on your home page or menu:



1. Select one of the courses under Required for You.

The screenshot shows the Learning application interface. On the left is a navigation menu with options: Learning Home, My Learning, Discover, Links, and My Library. The main content area is titled 'What will you learn today?' and features a 'Required for You' section with a 'View All (45)' button. Below this are five course cards, each with a 'DUE' (Due) date of Tuesday, July 18, 2023, and a 'View Course' button. The courses listed are: Access to Medical Records (0 of 1 mandatory lessons completed), Asbestos Awareness (Course - 1 lesson), Bloodborne Pathogens (Course - 1 lesson), Crisis Management (Course - 1 lesson), and Crisis Management and Emergency Response... (Course - 1 lesson). Below the course cards is a 'Based on Your Interests' section with an 'Add Preferences' button.

2. Select **Enroll** on the right.

The screenshot shows the course enrollment page for 'Personal Protective Equipment: Hearing Protection'. The course is marked as 'Required for you'. The course ID is 'Personal Protective Equipment: Hearing Protection.zip'. Below this is a table with two tabs: 'Lessons in This Course' (selected) and 'Additional Course Details'. The table shows one lesson: 'Personal Protective Equipment: Hearing Protecti...' with a completion status of '0/1' and a 'Media' type. To the right of the table is a large blue 'Enroll' button. Below the 'Enroll' button, the course details are summarized: 'Lessons: 1' and 'Delivery Mode: Self-Directed'. A 'Save' button is located at the bottom right of the page.

3. Select **Submit**.

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**Review** ✕

Personal Protective Equipment: Hearing Protection

Personal Protective Equipment: Hearing Protection.zip

Lessons 1 item

Lesson	Type
Personal Protective Equipment: Hearing Protection.zip	Media


enter your comment

**Submit** **Cancel**

4. Select **Done**.

**You have submitted** PDF ✕

**Enroll in Content: Personal Protective Equipment: Hearing Protection** ⋮

 Process Successfully Completed

[Details and Process](#)

**Done**

5. Select **Start Course**.

📅 DUE Fri, Sep 29, 2023

## Personal Protective Equipment: Hearing Protection

📌 This course is required for you


Personal Protective Equipment: Hearing Protection.zip

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**Lessons in This Course**    Additional Course Details

Lessons in This Course Completed 0/1

1	<a href="#">Personal Protective Equipment: Hearing Protection...</a> →	Media
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**Start Course**

NOT STARTED

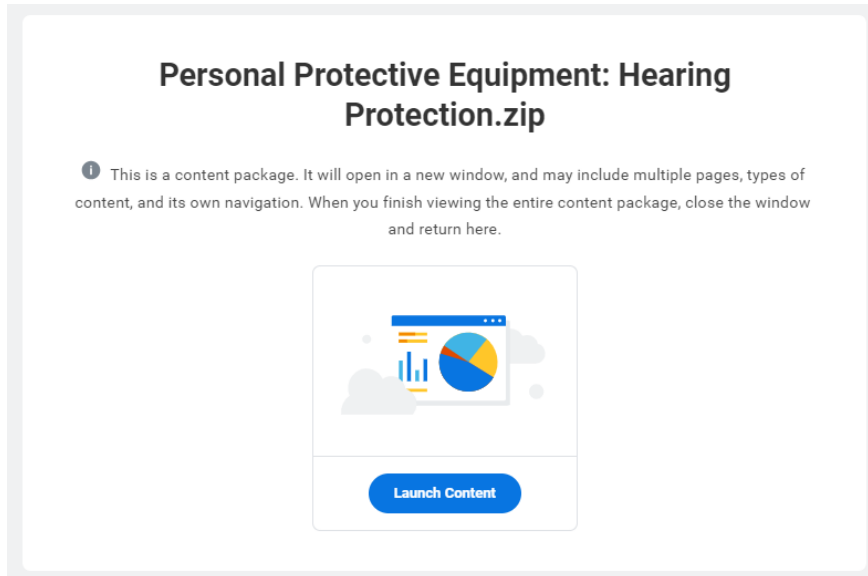
Lessons 1      Delivery Mode Self-Directed

[Save](#)

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6. Select **Launch Content**.



7. If a Popup Blocked message appears, select **Launch Course**.

## Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course