

# How to Use Workday Learning to Complete Required Learning

1. Log in to Workday using your **ID** and **Password**.
2. After logging in, the Workday Landing Page will open as shown in **Figure 1** below. In the **Awaiting Your Action** **1** section. Here is where all actions that need your attention will be listed. Regarding **Learning**, you will either see your **Required Learning Due Date** or notice that your Learning is Overdue. If we click on the **Regarding Learning** **1**, the **Learning Launch Screen** will open as shown in **Figure 2**, on **Page 2**.

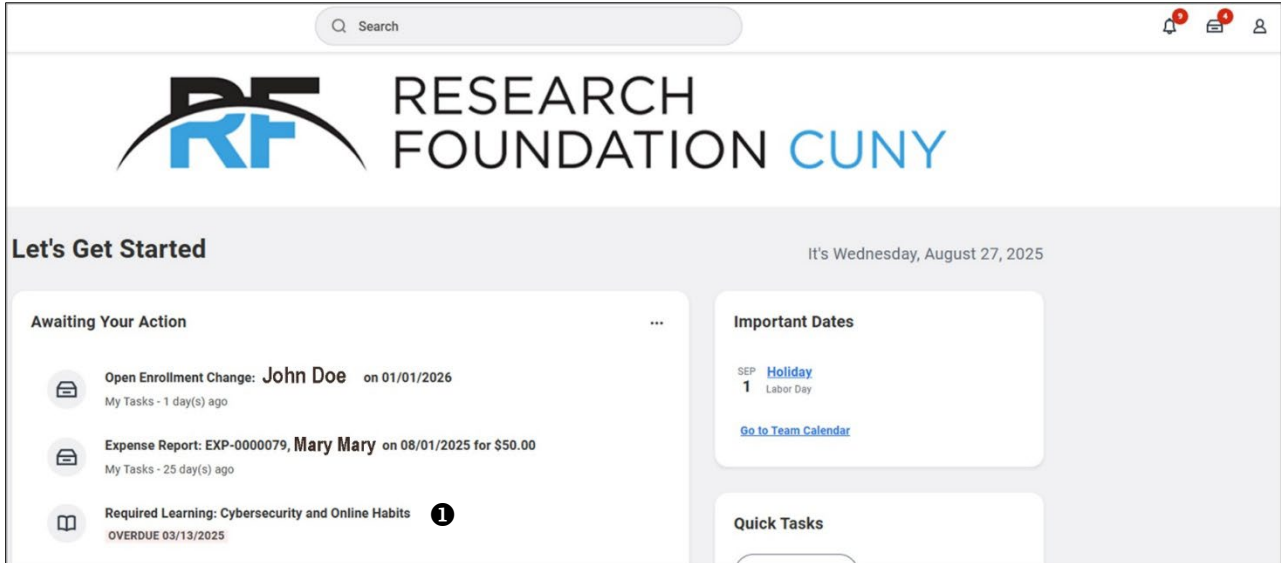


Figure 1

3. After you type and click the **Regarding Learning 1** in **Figure 1**, on **Page 1**, the **Learning Launch Screen** will appear as shown in **Figure 2** below.

Click the hyperlink **Cybersecurity and Online Habits 1**.

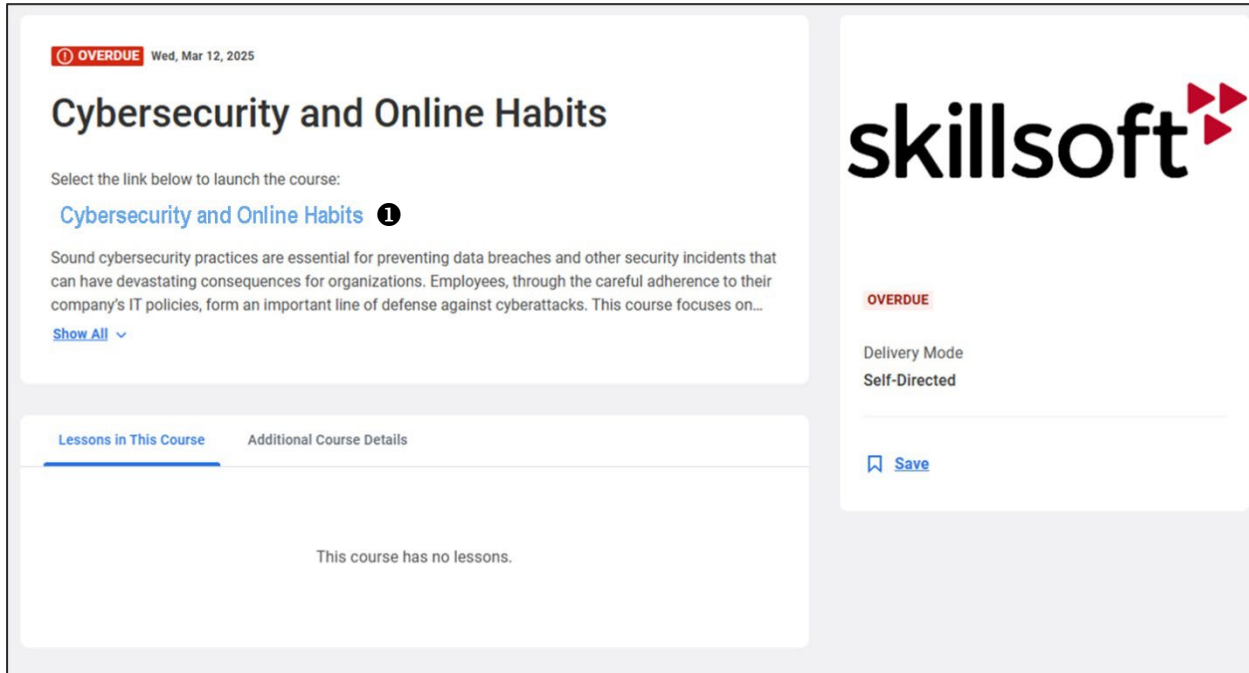


Figure 2

4. After clicking the hyperlink [Cybersecurity and Online Habits](#), the **Learning** landing page will open as shown below in **Figure 3**, except if you are not logged into the RF Website. In that case, you will be asked to sign in to the RF Website with your ID and Password. After doing so, **Figure 3** will appear. A message in a yellow bar will appear, identifying the number of assignments you need to complete ❶. If you have overdue assignments, the message bar will display a red color.
5. Click on **View Compliance** ❷.

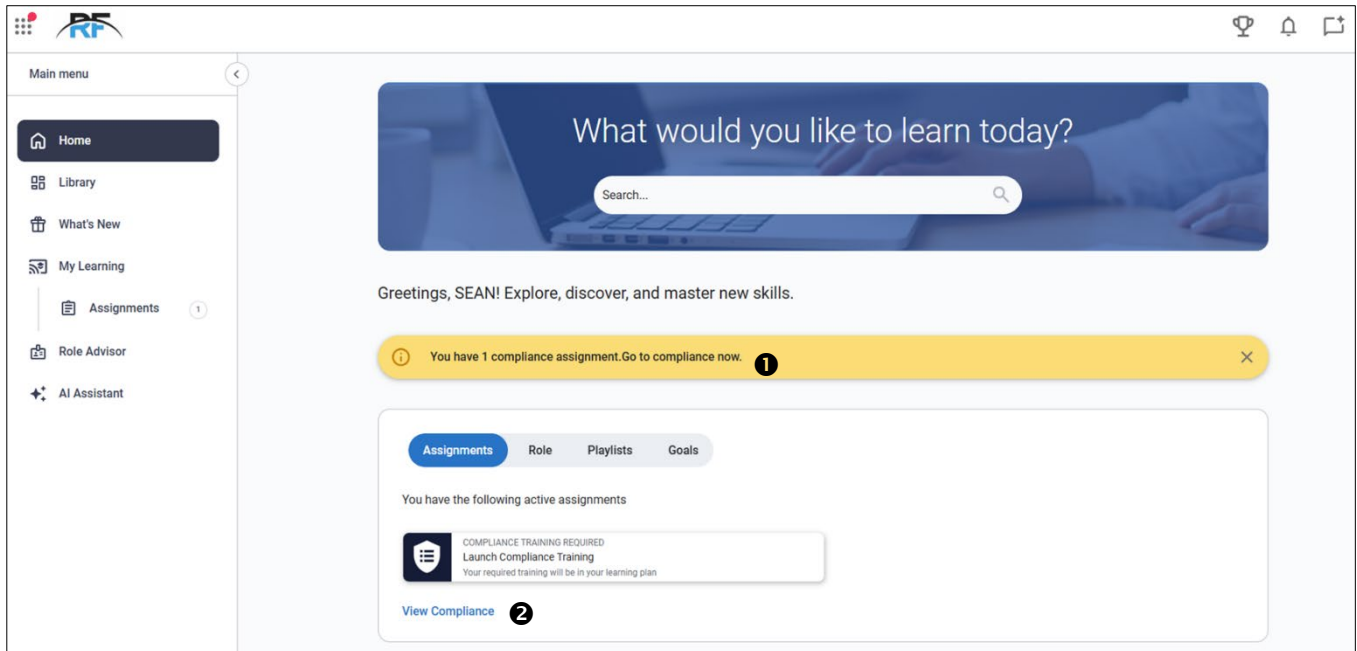


Figure 3

6. After clicking on View Compliance **2** **Figure 3, Page 3**, the course that is required for you to complete will appear in the **Required Assignments** section **1** of the **HOME Screen** of the learning assignments, as shown below in **Figure 4**.

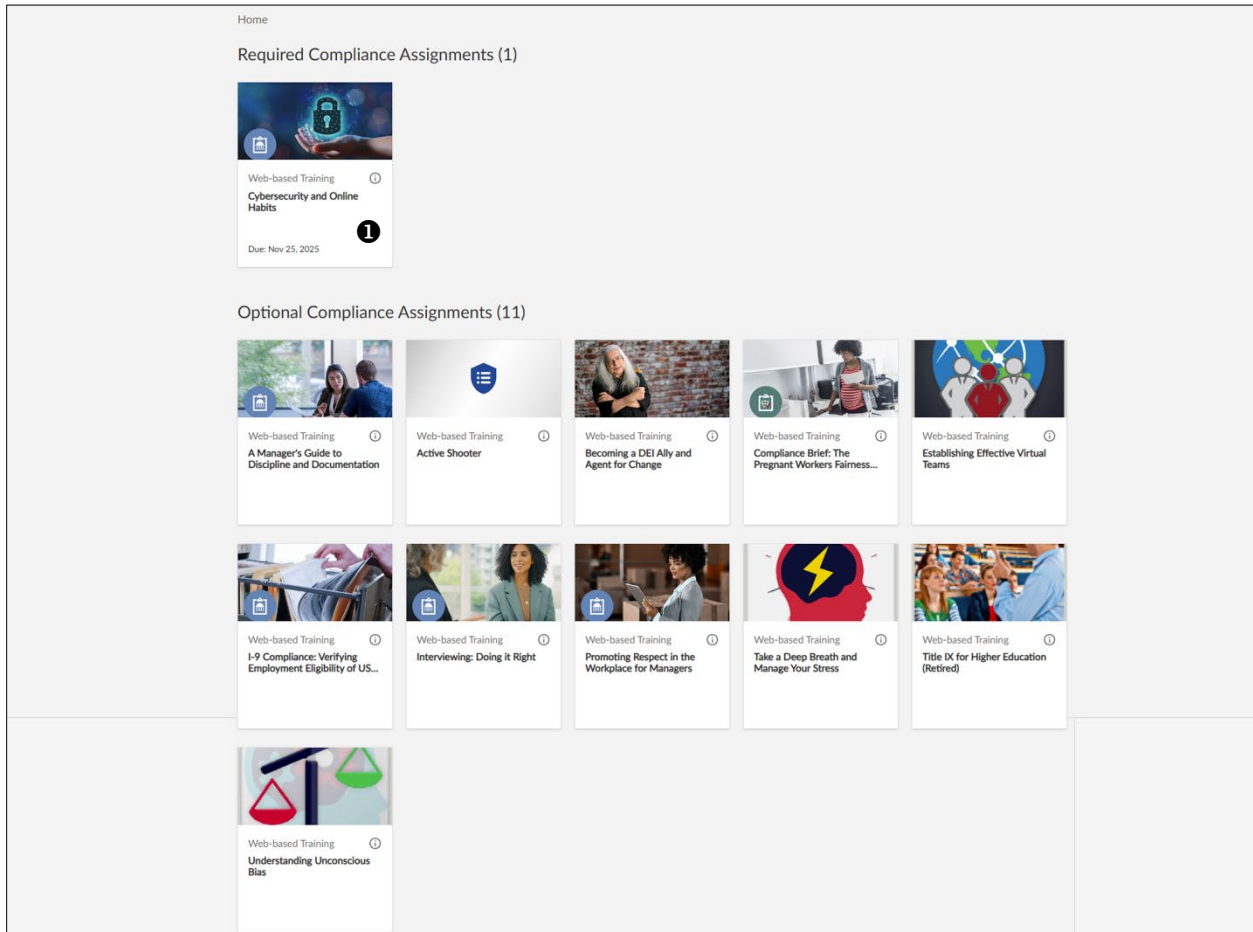


Figure 4

7. After clicking on the **Course 1** in **Figure 4** above, the self-directed course will open for you to complete your required course.