

Workday Tip Sheet for Self-enrolling in a Training Class by Selecting Date and Time Offerings, Print Course Documents, and Add to Outlook Calendar

To support BMC training requirements, these steps show you how to find the dates and times available for you to self-enroll in an Instructor led Webinar or classroom in Workday Learning using a link in a document, an e-mail or a calendar.

1. To enroll, select Link in the e-mail, document or calendar:



2. Sign-in using your full BMC e-mail and password.

| Sign in with your BMC e-mail address! |
|---------------------------------------|
| someone@example.com |
| Password |
| |
| Sign in |

3. In the search bar, type LRN: Compliance and hit the enter button.



4. Choose the course based on your profession and the date and time that works best for you by clicking on "Select Offering"

| | 🔁 Select Offering |
|---------|-------------------|
| | |
| Lessons | Delivery Mode |
| | Lindwid |

5. On the *Select Offering* page select <u>one of the boxes</u> for the Date and Time you want to attend.

| S | elect the | e -> OK butto | n. | | | | | |
|-------|-----------------|--|---|---|-----------------|--------------------|--------|--------------------|
| Order | Select Offering | Start Date | End Date | Instructor | Seats Available | Waitlist Available | Status | Unlimited Capacity |
| 1 | | Tue, Jan 10, 2023, 12:00 PM Eastern Time (New York) | Tue, Jan 10, 2023, 1:00 PM Eastern Time (New York) | Adele Coughlin Alleen Lyona Amanda Henris Lisa Blakeley Mary Sather Susan (Connell | Unlimited | No | Open | ۵ - |
| 2 | | Thu, Jan 12, 2023, 12:00 PM Eastern Time (New York) | Thu, Jan 12, 2023, 1:00 PM Eastern Time (New York) | Adele Coughlin Alleen Lyons Amanda Harris Lias Blakeley Mary Sather Susan (Connell | Unlimited | No | Open | |
| 3 | | Mon, Jan 16, 2023, 4:00 PM Eastern Time (New York) | Mon, Jan 16, 2023, 5:00 PM Eastern Time (New York) | Adele Coughlin Aileen Lyons Amanda Harris | Unlimited | No | Open | |

6. On the *Review* page, you will have a chance to review the Course Information before you <u>submit</u> your reserved enrollment in the course at the date and time you selected.

| ng & Documentation Education | | | |
|------------------------------------|--|--|--|
| Yani) | | | |
| | | v (| |
| Type | Date | Instructor | |
| Virtual Classroom (Instructor Led) | Wed, Jan 25, 400 PM - 500 PM Eastern Time (New York) | Adele Coughlin, Alleen Lyone, Amanda Harrin, Lioa Blakeley, Mary Sat Susen O'Connell | |
| Meda | (not applicable) | (not applicable) | |
| Media | (not applicable) | (not ecoloable) | |
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Select *Submit to enroll* yourself in this course date and time. Select Cancel to change the date selected.

7. On the *Enroll in Course: Course Title* page, you will see the green check on Process Successfully Completed message.

Select -> **Done** to close the process.



8. After clicking "done". Scroll down to view the course lessons. Select-> Resources: PDF of PowerPoint printable. On the next page, select-> PDF then print.

| Resources: PDF of PowerPoint printable → | | . . |
|---|----------|---------------------------|
| Downloadable, printable PDF of the PowerPoint slide | Optional | Document File Attached |
| deck used in this lesson. | | |

After printing, use **<u>Back arrow</u>** to return to the course page. Use Next Lesson or View course to **Repeat** these steps as needed for any additional course Resource material that may be added throughout the year.

To Add Course Date and Time to Outlook Calendar for Outlook Reminders

9. Add the course offering date and time to your Outlook Calendar by

selecting Add to Calendar. The course details file will drop to bottom of computer screen.

| Download the invita | tion to your calendar | Add to Calendar | |
|---------------------|-----------------------|--|-----------------------|
| Date | Time | Virtual Classroom | |
| Wed, Jan 25, 2023 | 4:00 PM EST | Weblink for Paysh: LICSW. LMCH Billing. Coding & Doc | |
| Complia | ince Billi | ng- Psych LICSW Billing, | Compliance Billingics |
| Coding a | & Docum | nentation Education | |

10. Click on the course details file, and select -> Save & Close in Appointment tab.

| File | Appointm | nent Ins | ert Format | Text Re | view 🛛 Te | ll me what you | want to do | | | | | | |
|---|---|---|--|---|------------------|------------------|---------------------|-------------|-----------|------------------|---------------------|-------------------|-----|
| ive & De lose | lete 🤤 🗸 | Schedule a Meeting | Appointn Schedulin | ient g Assistant | Skype Meeting | Meeting Notes | Invite Attendees | Options | ► Tags | Meeting Notes | New Meeting Poll | View Templates | |
| Acti | ons | Zoom | Sho | W | Skype Meeti | Meeting No | Attendees | | | OneNote | FindTime | My Templates | s |
| This ap | pointment o | conflicts with | another one o | n your calen | dar. | | | | | | | | |
| ıbject | Compliar New Prov | nce Billing- Ps viders) | ych LICSW Billin | g, Coding & | Documentation | Education (Web | link for Psyc | h: LICSW, I | MCH Bi | lling, Codin | g & Documenta | tion Education | a f |
| cation | Virtual Cl | assroom | | | | | | | | | | | |
| art time | Wed 1/25 | 5/2023 | 0 | 4:00 PM | • | All day event | | | | | | | |
| d time | Wed 1/29 | 5/2023 | | 5:00 PM | | | | | | | | | |
| | | | | | | | | | | | | | - |
| Jescripi Audienc Format: Duratio | tion: kequi e: New Hii Instructor | ired trainin re Provider :-led Webin tor | g for all new r s Psych LICSW ar based trair | ire Provide 's, LMCH iing sessior | irs for Psych L | ICSW | | | | | | | |
| Resourc | es: PDF do | ocumentati | on is attached | in lesson 2 | | | | | | | | | |
| loin Zoc https:// | om Meetin bostonme | g dicalcenter | .zoom.us/i/92 | 88075301 | 2 | | | | | | | | |
| Meeting | g ID: 928 8 | 075 3019 | | | | | | | | | | | |
| Une tap +16469 | mobile | 288075201 | 2114 | | | | | | | | | | |
| +13017 | 158592,.92 | 288075301 | 9# US (Washii | ngton DC) | | | | | | | | | |
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| 413 | 201 715 99 | :02 HC /W/5 | chington DC1 | | | | | | | | | | |

Additional Workday Enrollment Notifications and Reminders:

You will receive an Enrollment Confirmation and a Reminder 3 days prior

to the start of the training from Workday Daily Digest in your Outlook mail.