

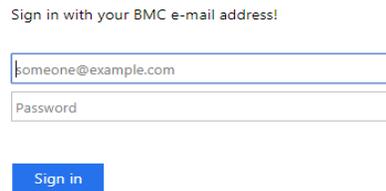
# Workday Tip Sheet for Self-enrolling in a Training Class by Selecting Date and Time Offerings, Print Course Documents, and Add to Outlook Calendar

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.

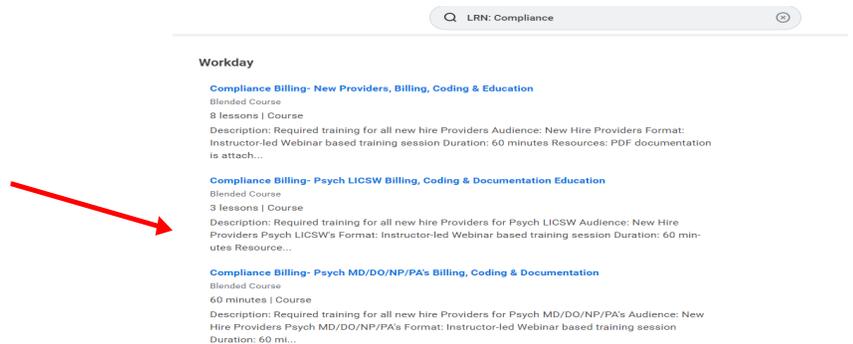
1. To enroll, select **Link** in the e-mail, document or calendar:



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



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

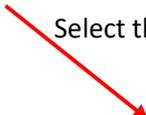


4. Choose the course based on your profession and the date and time that works best for you by clicking on “*Select Offering*”



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

Select the -> **OK** button.



Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	Unlimited Capacity
1	<input type="checkbox"/>	Tue, Jan 10, 2023, 12:00 PM Eastern Time (New York)	Tue, Jan 10, 2023, 1:00 PM Eastern Time (New York)	Adele Coughlin Aileen Lyons Amanda Harris Lisa Blakeley Mary Sather Susan O'Connell	Unlimited	No	Open	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	Thu, Jan 12, 2023, 12:00 PM Eastern Time (New York)	Thu, Jan 12, 2023, 1:00 PM Eastern Time (New York)	Adele Coughlin Aileen Lyons Amanda Harris Lisa Blakeley Mary Sather Susan O'Connell	Unlimited	No	Open	<input checked="" type="checkbox"/>
3	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>

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

**Review**

Compliance Billing- Psych LICSW Billing, Coding & Documentation Education

Wed, Jan 22, 2025, 4:00 PM Eastern Time (New York) - 5:00 PM Eastern Time (New York)

Description: Required training for all New York Providers for Psych LICSW  
Audience: New York Providers Psych LICSW  
Format: Instructor-led, Webinar-based training session  
Duration: 60 minutes  
Resources: PDF documentation is attached in lesson 2

Lesson	Type	Date	Instructor
Lesson 1: Psych LICSW Billing, Coding & Documentation Education for New Providers	Virtual Classroom (Synchronous)	Wed, Jan 22, 4:00 PM - 5:00 PM Eastern Time (New York)	Ashia Douglas, Karen Lyons, Amanda Harris, Lisa Brinkley, Mary Beth Sauer (Co-lead)
Lesson 1: Psych LICSW Compliance, Billing, Coding and Education	Media	(not applicable)	(not applicable)
Resources: PDF of PowerPoint printable	Media	(not applicable)	(not applicable)

enter your comment

**Submit** **Cancel**

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  and Process Successfully Completed message.

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

**Done**

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 deck used in this lesson.

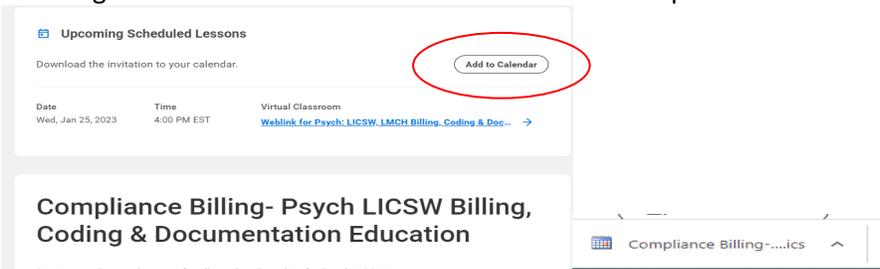
Optional

Document  
File Attached

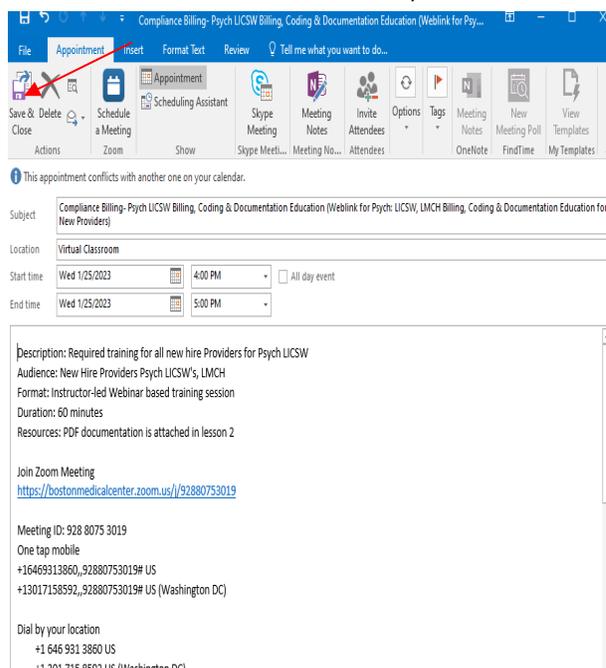
After printing, use **Back arrow** to return to the course page. Use Next Lesson or View course to **Repeat** these steps as needed for any additional course Resource material that may be added throughout the year.

## 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.



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



### 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.