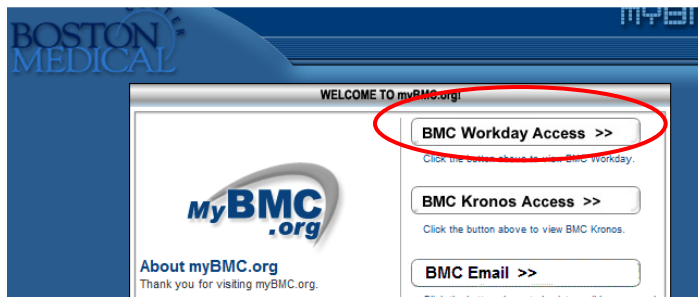


# Workday Tip Sheet – Accessing On-line Training by Course Name

All staff are required to complete training in Workday. Assigned training is listed in the **‘Required for You’** banner and in the **Progress Panel** (right side) under **‘Not Started’**, or **‘In Progress’** when you are resuming a course you previously started but didn’t finish.

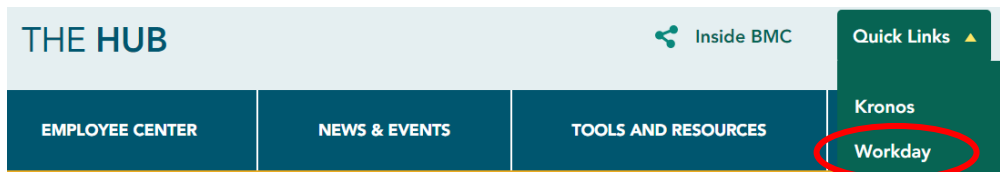
You can access the training from **any internet window** or **BMC HUB home page**. (note the 2 options below).

**1.** From the **Internet anywhere**: enter **mybmc.org** in a new internet window, hit enter, and the BMC Workday Access screen is available. Select **BMC Workday Access >>**. Skip down to step **3**.



**Or** if you are on a **BMC computer** you can use the **BMC HUB Homepage**, (see below)

**2.** From the **BMC HUB-> select Quick Links**, select **-> Workday**.



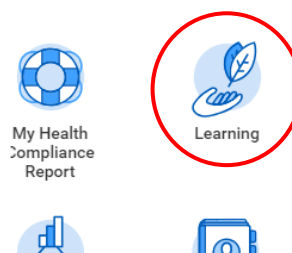
**3. Sign-in to Workday** using your **full Organizational e-mail and password**. If you are logging in for the **first time** or if you are logging in **remotely** or if you **forget your password**, please call the Help Desk at (617-414-4500) or at extension 4-4500 for your password and temporary security token. Please stay on the line with the Help Desk Analyst while you login for the first time.

Sign in with your BMC e-mail address!

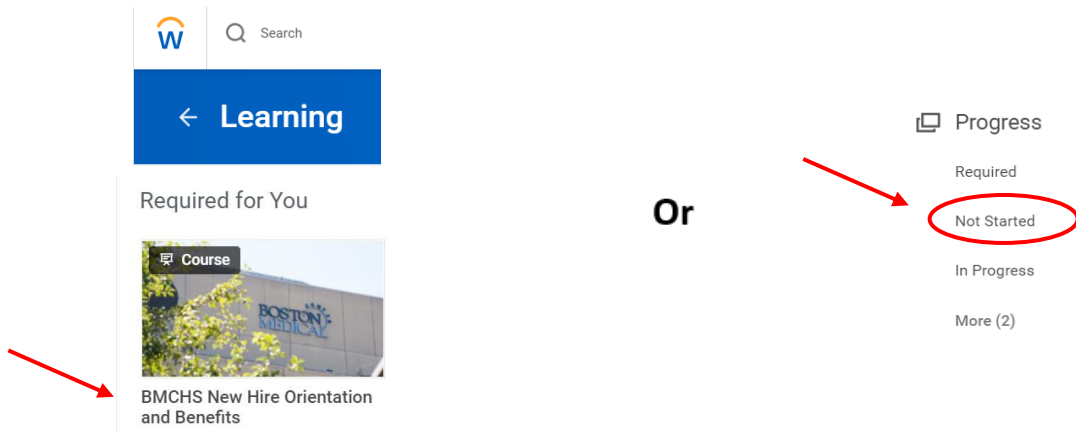


[Sign in](#)

**4.** On the Workday dashboard, click on the **Learning** widget.



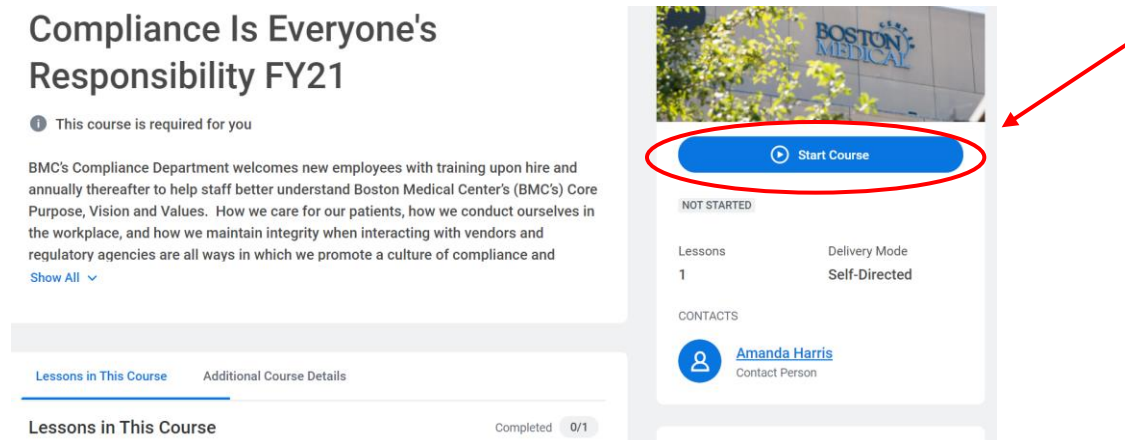
5. On the *Learning* page, **select** course title in the **Required for You** panel or under *Progress*, select-> **Not Started** to see all assigned courses and select-> **Course titles one at a time**.



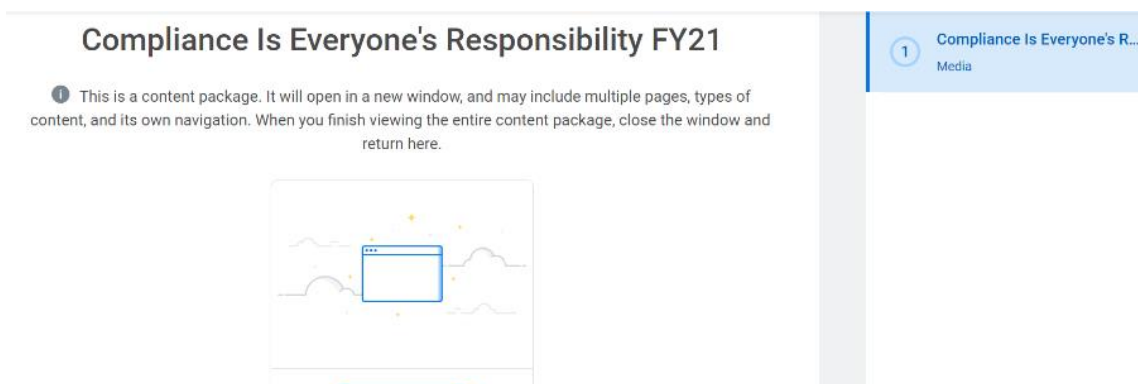
Note: If you need to stop and **Resume later** the course title can be found in *Learning* under **In Progress**.

6. Select-> **Course title(s) one at a time**

7. When the course page opens, click the **Start Course** button in the right panel. You can view how many lessons are in the course.



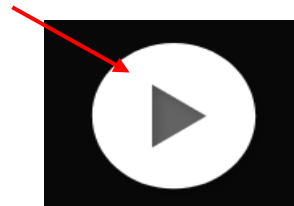
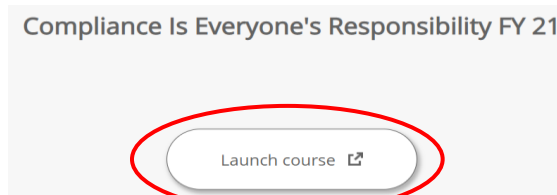
8. The **Launch Content** button will open in a new window. Click on **Launch Content** to begin. **View** the lesson(s) listed on the **right to track your progress** through the course.



Depending on your computer settings and security, you may need to **Launch Content** through a **Pop-up blocker** and **Launch Content through internet security**. **Click on arrow** to start content.

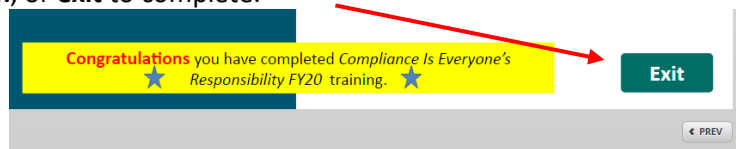
### Popup Blocked

ow, but a popup blocke  
blockers for this site.



Use the **Next** button and **Prev**, previous button to navigate through the course. Use the **play** and **pause** button for video courses. Use the **submit** button on **questions** and **quizzes**.

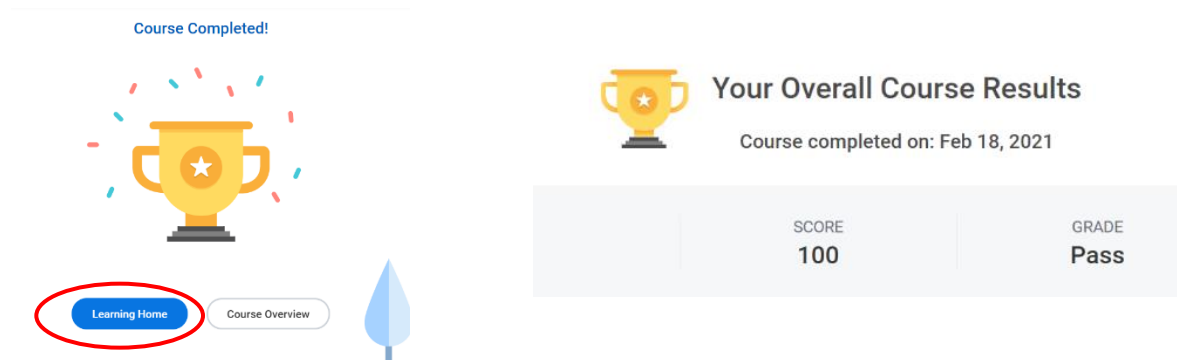
9. On the *last slide*, many courses have the button labeled **Exit** or use the **Next**. When Video courses end, you can select **next screen**, or **next lesson**, or **exit** to complete.



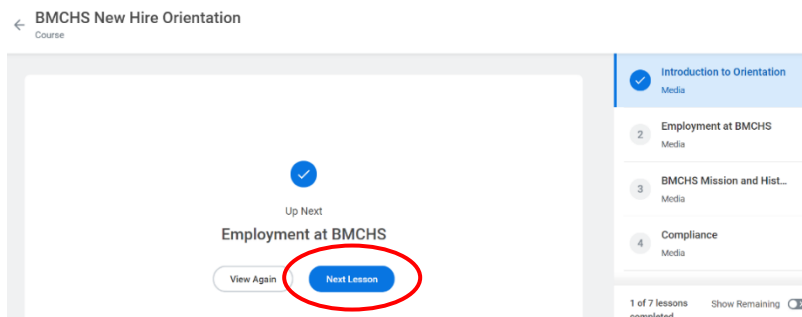
10. Once completed you may have a **Pop-up warning** you can close out of this window, which returns you to the **Lesson Home** page.

We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site.

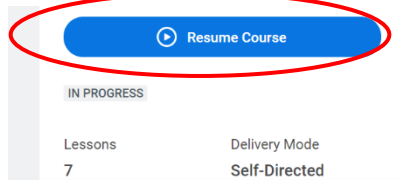
Upon course completion you will see the **Champion Cup**, you can return to **Learning Home** to start another course or see your score and grade as pass and if allowed retake. You **don't** need to Retake passed courses but you may have the option if this is allowed by course design.



**Next Lesson** button only appears for courses that have more than one lesson. You must complete all lessons if required for course completion credit.

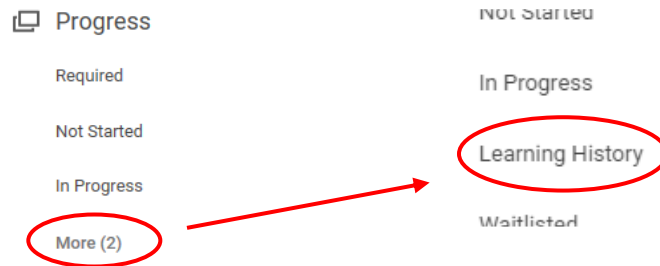


11. To **Resume** a course, in **Learning** click on **In Progress**. Select the **Course Title**, select **Resume Course**.



Select, **Launch** and resume from where you left off.

11. All **Course Completions** are listed in *Learning History*. On the Progress Panel select -> **More**.



12. On the *Learning History* page, see **Completed** with a **green** check.

