All staff, students and interns are required to complete training in Workday. Assigned training is listed in **Learning Home*, What Will You Learn Today* ?**, see **'Required for You'** course titles.   A full list of all courses including self-enrolled courses, are in **My Learning** and **Continue Learning** and **Required for You**.

You can access the training from **any internet window** or the **BMC HUB home page**. (note: the login options below). Chrome Web Browser is preferred for remote access training.

1. From the **Internet anywhere**: enter **mybmc.org** in a new internet window, hit enter, and the MyBMC.org page opens. Scroll down to Administrative Tools and **select ->** Workday. If you aren't already logged in, you may have to login using your Organizational e-mail and password.
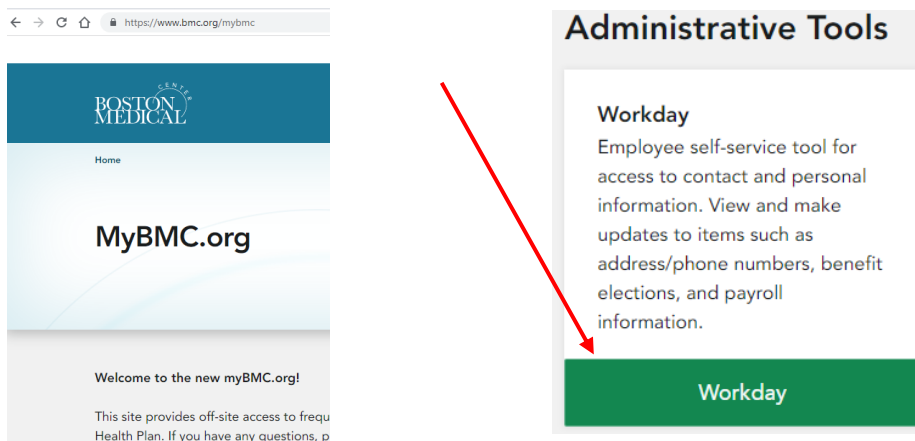
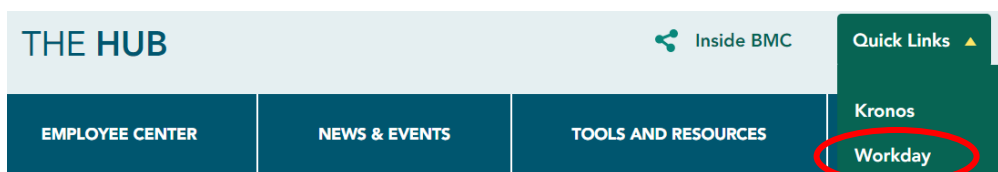

2.For **Health Plan employees Only**, from the **Internet anywhere**: enter **sunny.bmchp.org** and sign into WellSense Health Plan using your full organizational e-mail address and password. See Step 3 below.
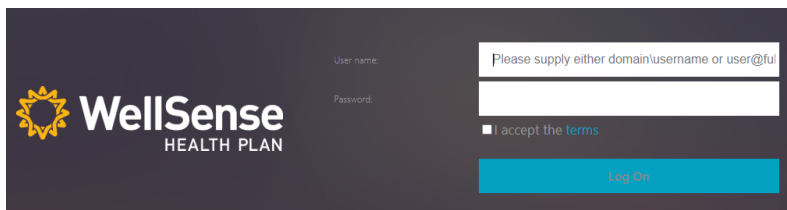
 Or if you are on a **BMC computer** you can use the **BMC HUB Homepage**, (see step 2 option below)

2. From the **BMC HUB-> select Quick Links**, select -> **Workday.** See step 3 below.

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 <u>password</u> and temporary <u>remote security token</u>. Please stay on the line with the Help Desk Analyst while you login for the first time.

Sign in with your organizational e-mail address

someone@example.com

Password

Sign in

☰ MENU Boston Medical Center HEALTH SYSTEM 🔍 Search

Boston Medical Center
HEALTH SYSTEM

Here's What's Happening   It's

Your Top Apps

🍃 Learning

Career

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

5. On the *Learning Home* page, <u>What Will You Learn Today?</u> , **select** the course title in the ***Required for You*** or to see courses you need to 'Resume'*, all assigned courses, or courses you 'self-enrolled', select -> ***My Learning*** in the left side panel. Then select-> course titles in ***Continue Learning*** or ***Required for You***. Select -> *Course titles* **one at a time.**

Learning   ⊩

🏠 Learning Home

📖 My Learning

📑 Discover

Links   ⌄

Learning Certificates

What will you learn today?

Required for You

ⓘ OVERDUE Mon, Jan 24, 2022   ⓘ OVERDUE Mon, Jan 24, 2022   ⓘ OVERDUE Mon, Jan 24, 2022

BOSTON MEDICAL CENTER   BOSTON MEDICAL CENTER   BOSTON MEDICAL

Compliance Is Everyone's Responsibility FY22

NOT STARTED
BMC Safety & Infection Prevention FY22
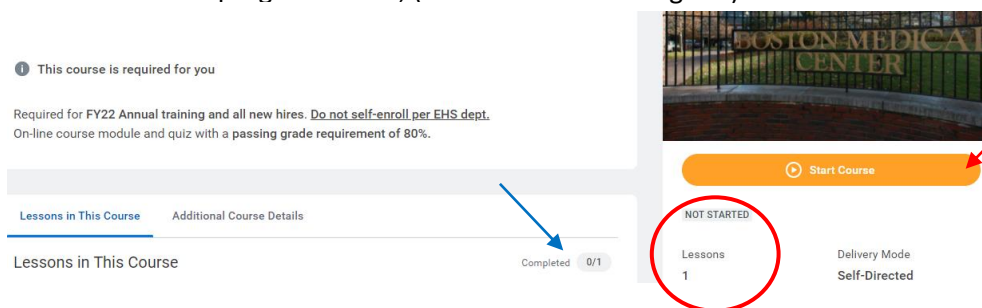Course • 1 lesson

BMCHS New Hire Orientation and Benefits

Or
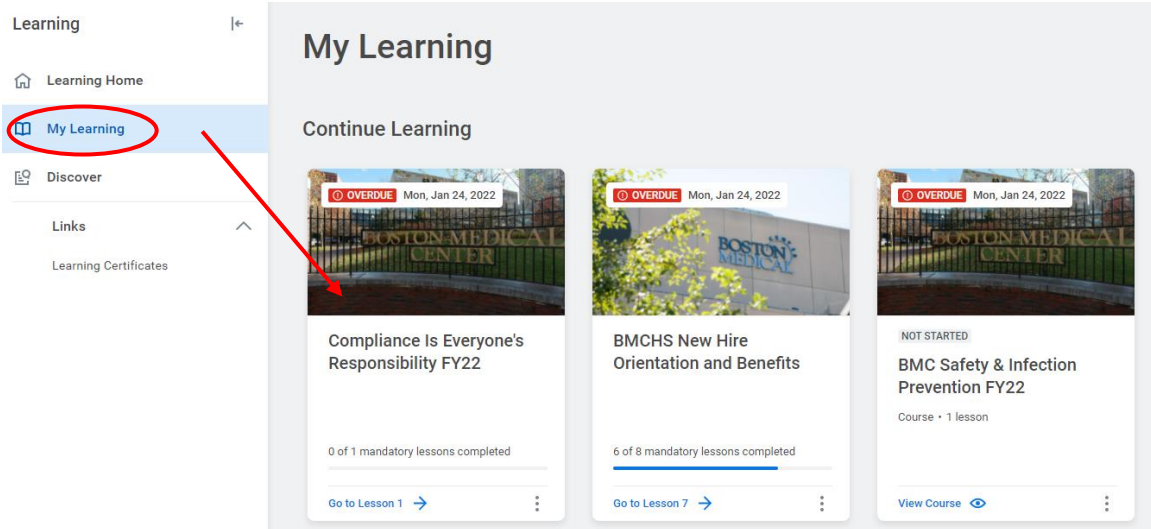
*Note: If you need to stop training and **Resume later** the course title can be found in both the *Learning Home* page for Required Learning and in *My Learning* under **Continue Learning** and **Required Learning.** Select-> **Course title(s) one at a time**

6. When the course page opens, click the **Start Course**. On this screen you can see how many lessons are in the course and progress status, (Not Started or In Progress).


7. Select -> **Launch Content.** The *Launch Content* button will open in a new window. **View** the lesson(s) listed on the **right to track your progress** through the course.
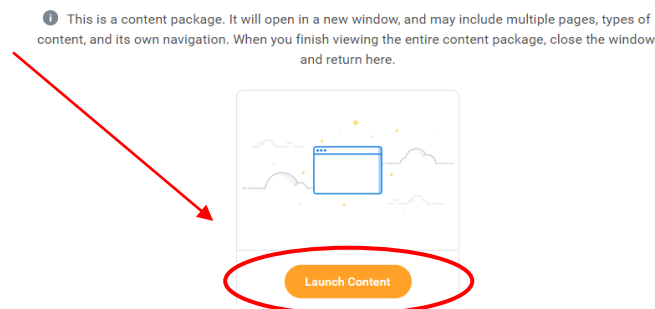
Depending on your computer settings and security, you may need to **Launch Content** through a **Pop-up blocker** and **Launch Content through internet security. Click on arrow** to start content**.**
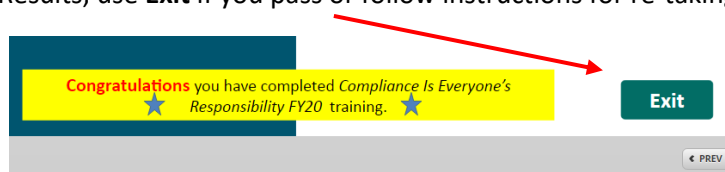
Popup Blocked

ow, but a popup blocke
blockers for this site.

Launch Course

Launch course ⤢
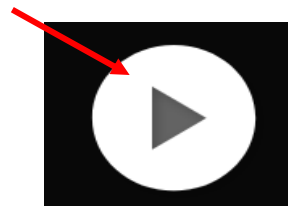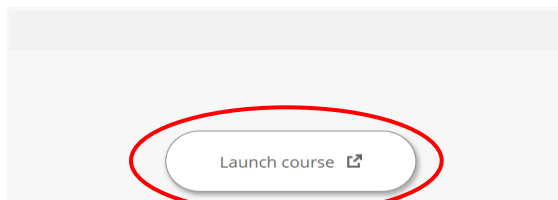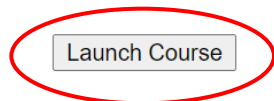
Use the **Next** button and **Prev**, previous button to navigate through the course. Use the **play** and **pause** button for video courses and **Next** when audio or video ends. Use the **submit** button on **questions** and **quizzes**.
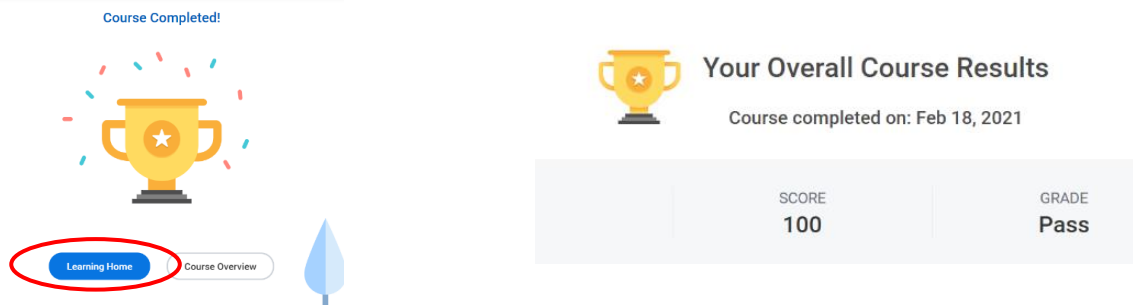
8. On the *last slide*, many courses have an **Exit button** or use the **Next button**.   Courses with passing Quiz score, show your Results, use **Exit** if you pass or follow instructions for re-taking a Quiz if applicable.
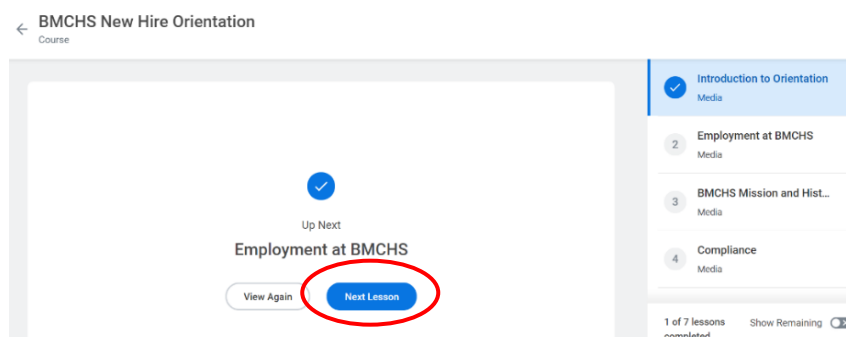
Congratulations you have completed *Compliance Is Everyone's Responsibility FY20* training. ⭐

Exit

◄ PREV

9. 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.

Course Completed!

Learning Home   Course Overview

Your Overall Course Results

Course completed on: Feb 18, 2021

SCORE	GRADE
100	Pass

Courses with multiple lessons**, select -> Next Lesson**. This button only appears for courses that have more than one lesson. You must complete all lessons if required for course completion credit.

← BMCHS New Hire Orientation
Course

Introduction to Orientation
Media

2 Employment at BMCHS
Media

3 BMCHS Mission and Hist...
Media

4 Compliance
Media

Up Next
Employment at BMCHS

View Again   Next Lesson

1 of 7 lessons completed   Show Remaining

11. To **Resume** a course, required courses are in **Learning Home** and all courses are in <u>My Learning</u>, Select -> the course **Title**. Select -> **Launch Content** . Select -> **Resume Course**.

Due to computer settings, you may need to Select-> **Launch Course** through Popup Blocked
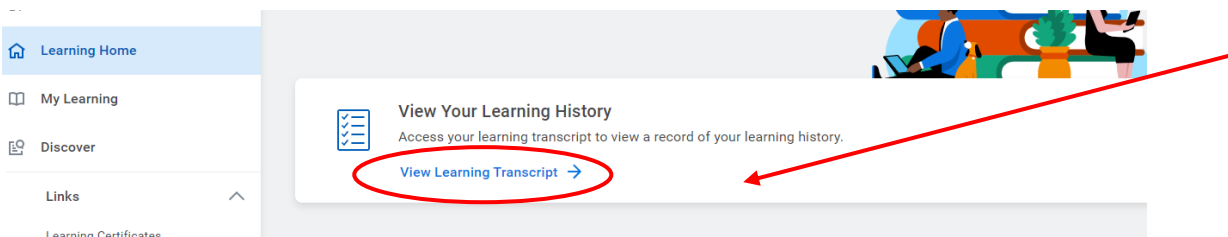
Resume training course from where you left off.

12. All **Course Completions** are listed in View Your Learning History. Select -> **View Learning Transcripts**

13. On **My Transcript** page, see <u>Not Started</u>, In Progress, and Learning History with details. When you are done viewing the details of course status, Select -> **Learning Home** to return to Learning.

14. To **Logout** of <u>Workday,</u> select person Icon in the top right corner, 👤 and Select -> **Logout**

Learning |←

📋 Learning Admin

🏠 Learning Home

What will you learn today?

Required for You

👤

(View Profile)

🏠 Home

👤 My Account   >

(Sign Out)