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


5. On the Learning Home page, What Will You Learn Today?, 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.

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.
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.

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.

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.

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.
11. To Resume a course, required courses are in Learning Home and all courses are in My Learning. 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 Not Started, 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 Workday, select person Icon in the top right corner, and Select -> Logout