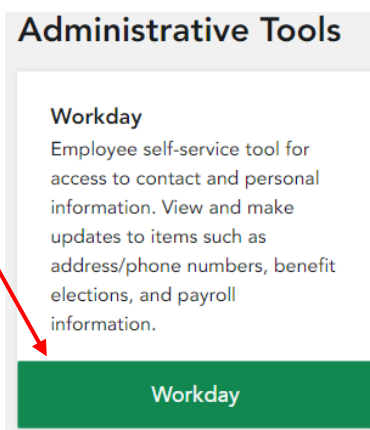
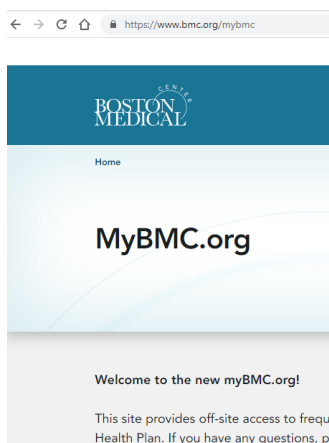


Workday Tip Sheet – Accessing On-line Training by Course Name

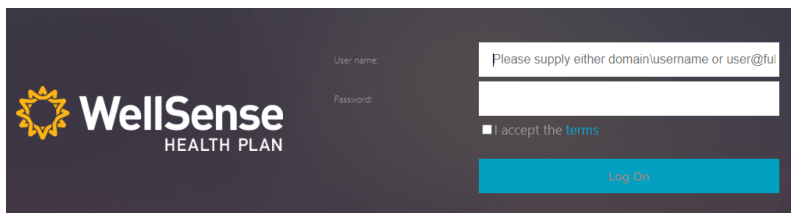
All staff, students and interns are required to complete training in Workday. Assigned training is listed in **Learning Home**, **What Will You Learn Today**?, see **‘Required for You’** course titles. A full list of all courses including self-enrolled courses, are in **My Learning** and **Continue Learning**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

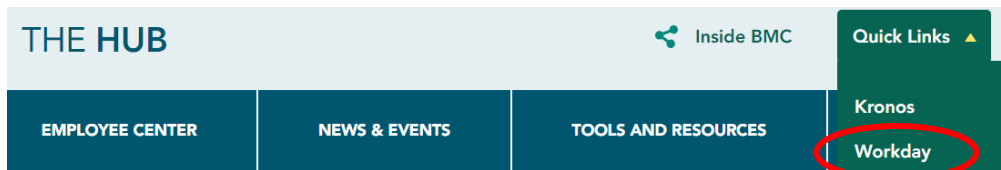


2. For **Health Plan employees Only**, from the **Internet anywhere**: enter **sunny.bmchp.org** and sign into **WellSense Health Plan** using your full organizational e-mail address and password. See Step 3 below.



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.

Sign in with your organizational e-mail address

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, 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*.

Learning |<

Learning Home

My Learning

Discover

Links

Learning Certificates

What will you learn today?

Required for You

OVERDUE Mon, Jan 24, 2022

COMPLIANCE IS EVERYONE'S RESPONSIBILITY FY22

NOT STARTED

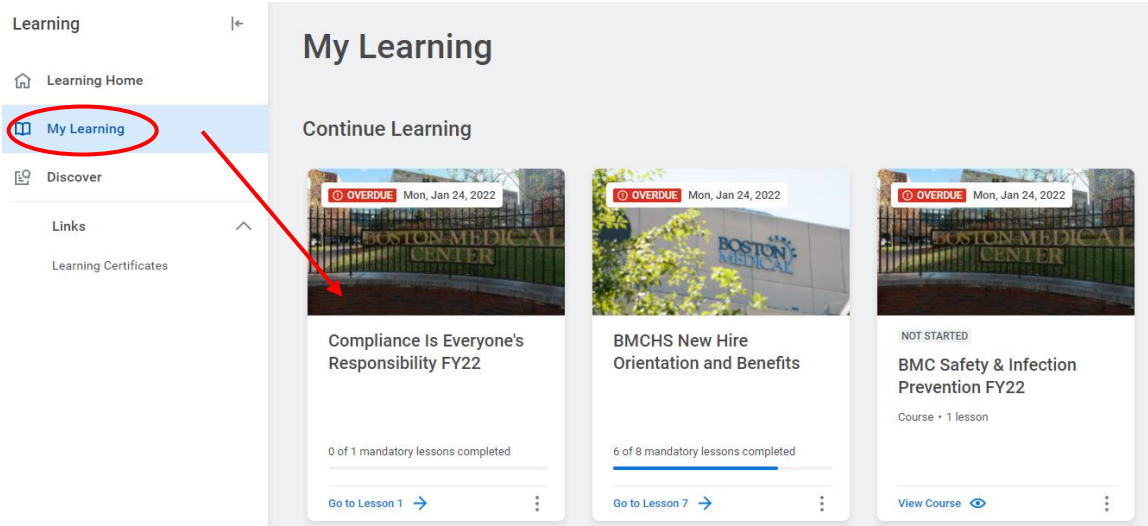
BMC SAFETY & INFECTION PREVENTION FY22

Course • 1 lesson

OVERDUE Mon, Jan 24, 2022

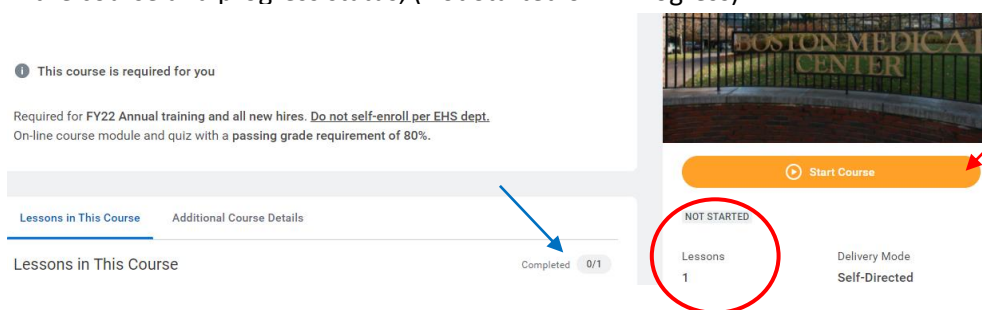
BMCHS NEW HIRE ORIENTATION AND BENEFITS

Or

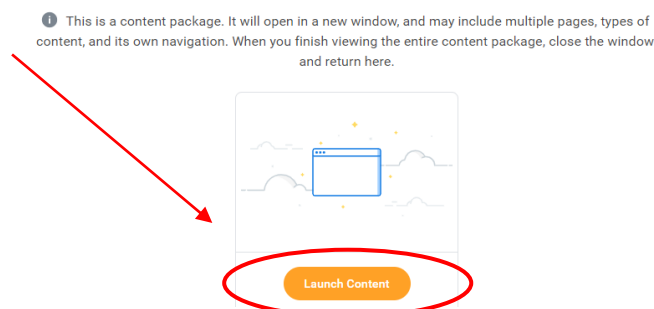


***Note:** If you need to stop training and **Resume later** the course title can be found in both the *Learning Home* page for Required Learning and in *My Learning* under **Continue Learning** and **Required Learning**. Select-> **Course title(s) one at a time**

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).



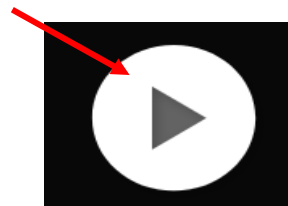
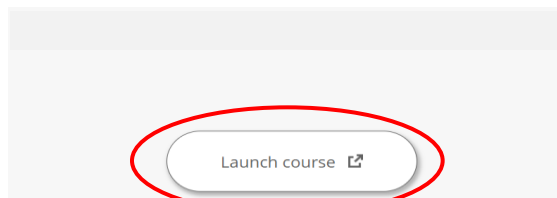
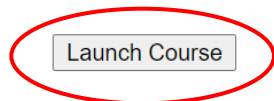
7. Select -> **Launch Content**. The **Launch Content** button will open in a new window. **View** the lesson(s) listed on the **right to track your progress** through the course.



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.

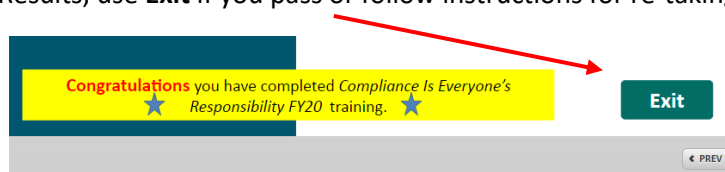
Popup Blocked

...w, but a popup blocker
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 and **Next** when audio or video ends. Use the **submit** button on **questions** and **quizzes**.

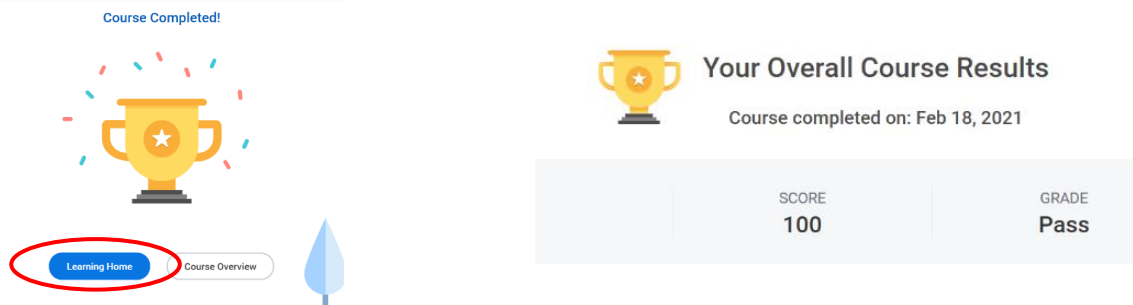
8. On the *last slide*, many courses have an **Exit button** or use the **Next button**. Courses with passing Quiz score, show your Results, use **Exit** if you pass or follow instructions for re-taking a Quiz if applicable.



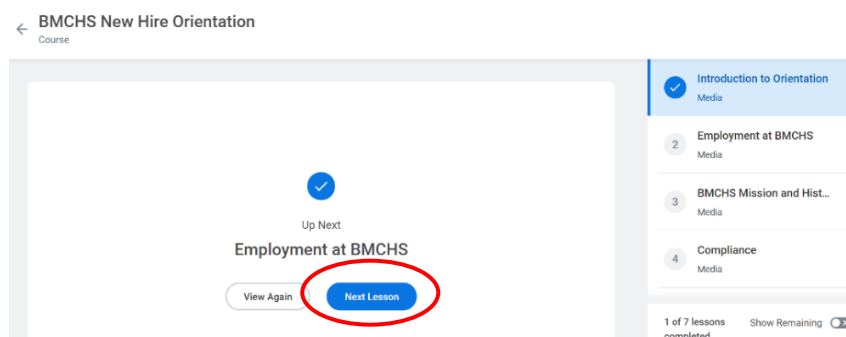
9. Once completed you may have a **Pop-up warning** you can close out of this window, which returns you to the **Lesson Home** page.

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.



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

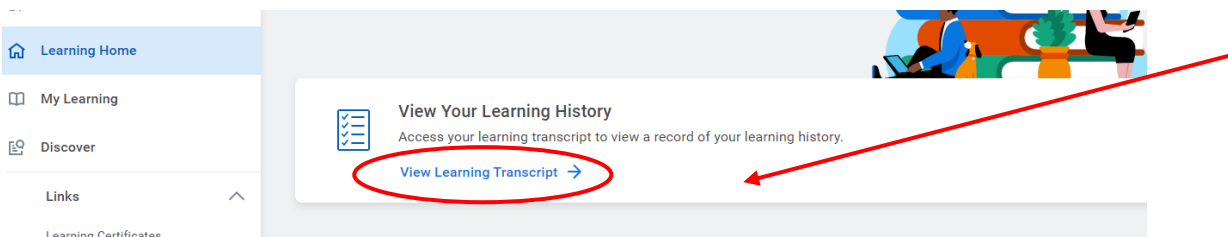
Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.



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.



My Transcript

Not Started 1 item

	Name	Version	Content Type	Registration Status	Date Enrolled	Comp
Q	CC Culture Code Experience	1	Course Offering	Enrolled	01/12/2022	Not s

In Progress 0 items

Name	Content Type	Registration Status	Date Enrolled	Completion Status
No Data				

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

