How to Complete New Hire Training Program in Workday Learning?

Job Aid

1

You have been assigned the New Hire Training-Month 1-G1 in the Ciena Workday Learning system.

CL Ciena Learning and Development <ciena@myworkday.com>
To Sood, Swati

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Mon 4/27/2020 2:25 PM

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Hello Swati,
You have been assigned New Hire Training-Month 1-G1 in Workday Learning. The assignment consists of one or more web-based learning modules. Please complete the assignment by 05/27/2020. To access the Program visit your Workday Learning home page and locate the Program under "Required for You". Click on the Program name. Click Begin. Click View Content. The first course is displayed. Scroll down and click Enroll. Then click Submit and click Done.

Then return to the Program and click View Content and select and launch the course you just enrolled in.

Regards,
Ciena Learning and Development

For technical support or questions please submit a ticket by clicking here and if possible submit a screenshot of your issue.
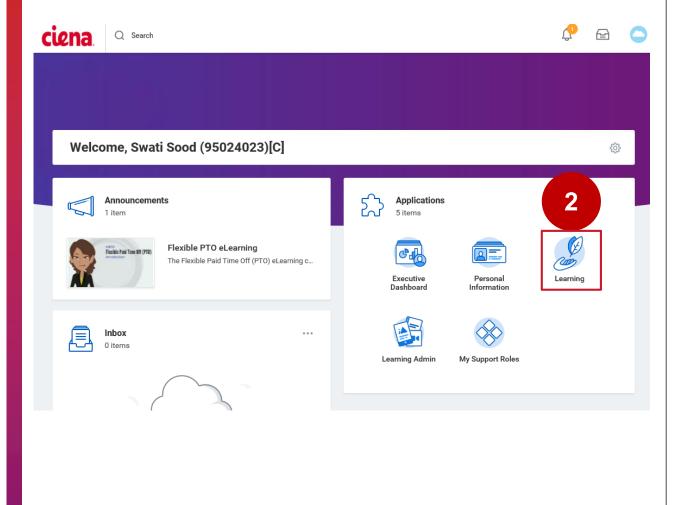
Click Here to view the notification details. [wd5.myworkday.com]

workday.
Workday [workday.com]

This email was intended for ssood@contractor.ciena.com · Manage Preferences [wd5.myworkday.com]

1. You will receive an email in your outlook with details on how to access **New Hire Training-Month 1-G1** in Workday Learning. To complete your training, follow the steps from next slide.

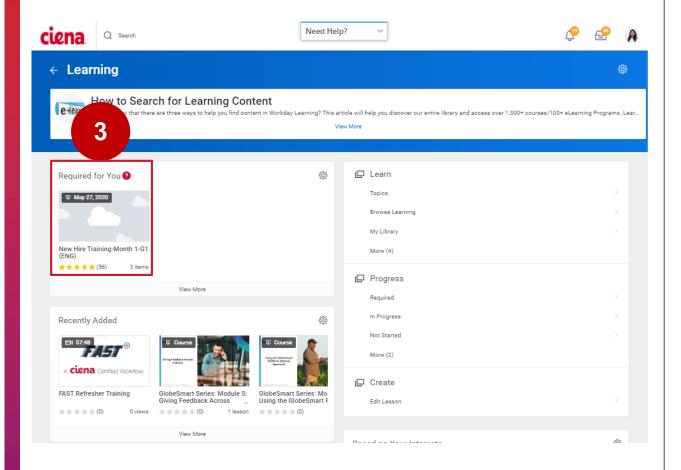**NOTE: You will receive 3 training assignments in total over the next three months to complete.**
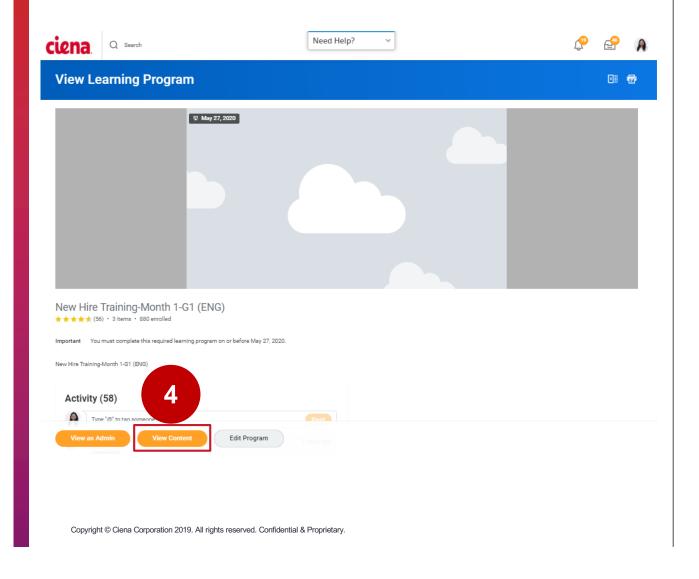
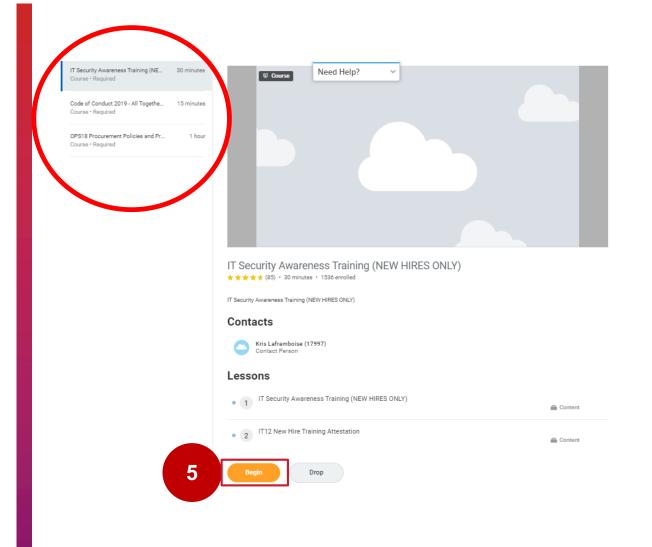**ciena** |

Go to Workday

2. Click on **Learning** worklet

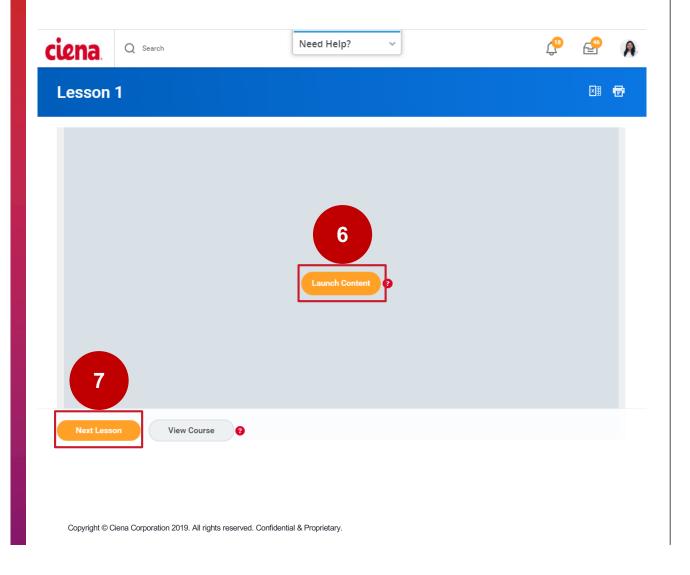3. Under **Required for You**, click on **New Hire Training-Month 1-G1 (ENG)** to access the program

4. Click **View Content**

You need to complete all three courses under Lessons found on the left-hand side. Once you complete a course under each course title it will change from 'Required' to 'Completed'.
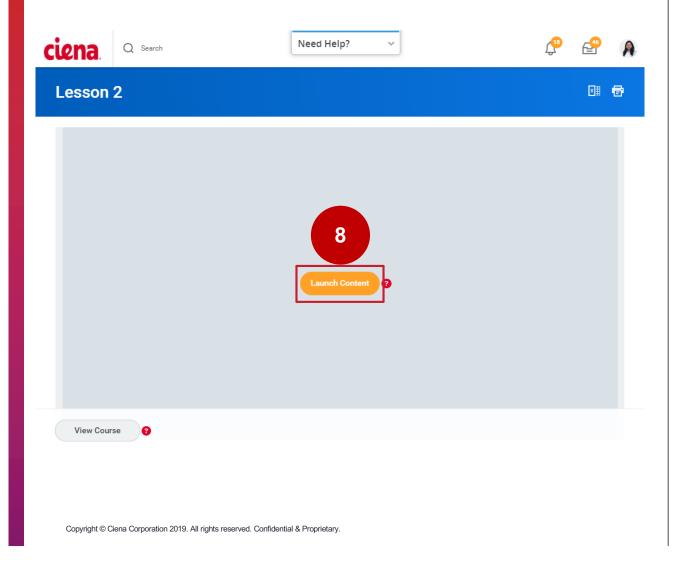
5. Click **Begin**

Note: You must allow pop ups, also Chrome is the optimal browser to use.

6. Click **Launch Content** to begin lesson 1

Note: you will be redirected to this screen, once you complete lesson 1, then

7. Click **Next Lesson** to complete lesson 2

8. Click **Launch Content** to begin lesson 2

Note: Repeat steps to complete remaining below two courses in the program *(if not completed before)*

- Code of Conduct 2019 - All Together Now!
- OPS18 Procurement Policies and Procedures Overview (English)

If you experience any technical issues, please contact: support@cienalearning.Freshdesk.com

Thank You