

# How to Find and Launch Required Training

1

Navigate to

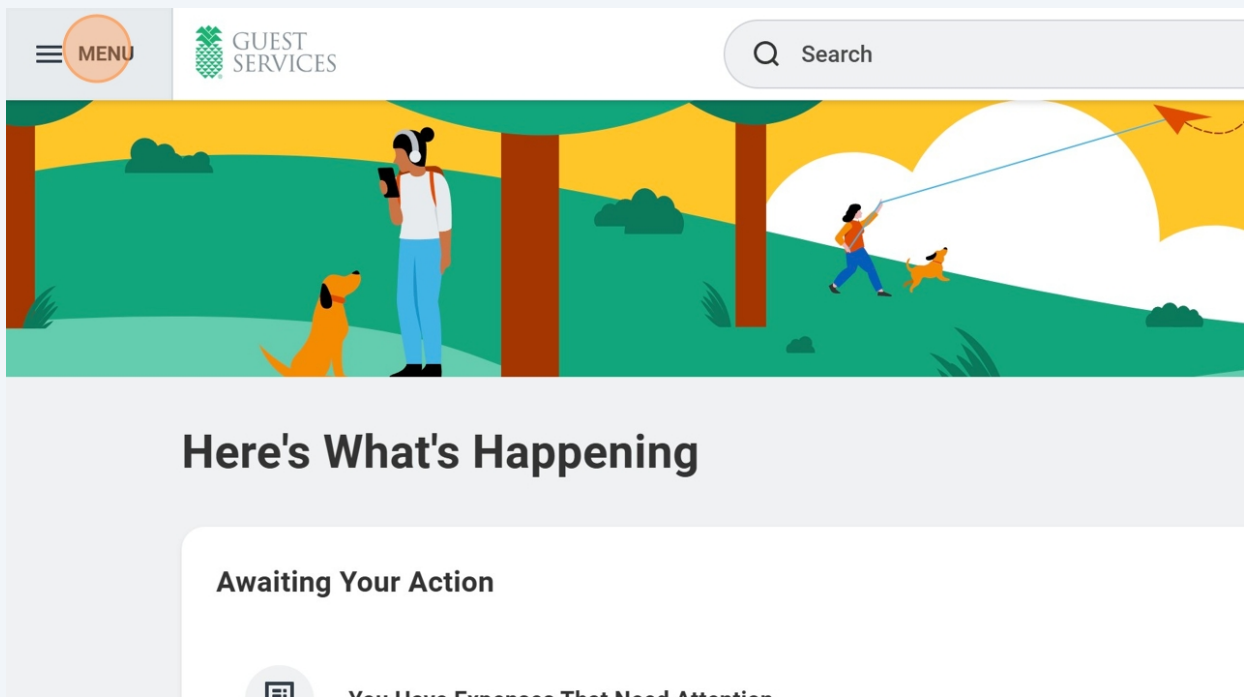
<https://wd5.myworkday.com/wday/authgwy/guestservices/login.html>

2

Log in to Workday

3

Click "MENU"



#### 4 Click "Learning"

The screenshot shows the 'Learning Admin' menu on the left with the 'Learning' option highlighted by an orange circle. The main dashboard area on the right has a dark background with the word 'Opening' at the top and 'That Need Attention' below it.

- Team Performance
- Learning Admin
- Learning Compliance Dashboard
- Learning Assignment Details
- Learning**
- Reports
- Custom Reports
- Time and Absence
- Absence

Opening

That Need Attention

#### 5 All trainings will be listed under the "Required for You" section

The screenshot shows the 'Guest Services' dashboard. The left sidebar has 'Learning Admin' and 'Learning Home' (highlighted in blue). The main content area has the heading 'What will you learn today?' and a section titled 'Required for You' with an orange circle. Below this is a course card for 'Workplace Harassment - M' with a 'DUE' date of 'Sat, Feb 1, 2025', a 'NOT STARTED' status, and a 'View Course' link.

GUEST SERVICES

Search

ing Admin

ing Home

arning

ver

## What will you learn today?

### Required for You

**DUE** Sat, Feb 1, 2025

**NOT STARTED**

**Workplace Harassment - M**

Course • 1 lesson

[View Course](#)

## 6 Click "View Course"

### Required for You



**DUE** Sat, Feb 1, 2025

NOT STARTED

#### Workplace Harassment - Manager

Course • 1 lesson

[View Course](#)

Showing 1 of 1



### Personalize Your Learning Preferences

See learning content based on topics that interest you.

[Personalize Preferences](#) ➔

## 7 Click "Start Course"

### Manager

th the essentials for understanding, nitions, behaviors to look out for, king up, and the critical roles and , except those in California and u Work mini-course.



**Start Course**

NOT STARTED

Lessons

1

Delivery Mode

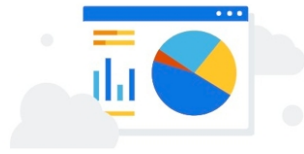
Self-Directed

Completed **0/1**

[Save](#)

8

Click "Launch Content"



Launch Content