Workday Learning allows employees to browse, enroll and rate courses.

**How Do I**

**...search for courses?**

- a. From the home page, click the Learning app
- b. Browse the courses in the Based on Your Interests, Recently Added or Most Popular sections or click Browse Learning

**...enroll in a course?**

- a. Click the image of the course you would like to enroll
- b. On the course page, click Enroll
- c. If required, click the check mark box of the class you would like to enroll in on the Select Offerings page
- d. Click Submit
- e. Click Done. Your enrollment will be sent to your manager for approval

**...drop enrollment in a course?**

- a. From the course page, click Drop
- b. In the Drop Reason field, select the appropriate answer
  - i. Business
    - a. Business Travel
    - b. Change in Job Duties
    - c. Change in Workload
    - d. Manager did not support attendance
    - e. Schedule Conflict
    - f. Travel Time
  - ii. Personal
    - a. No Longer Interested
    - b. Out of Office
    - c. Parking Issues
    - d. Personal Conflicting Appointment
- c. Click OK
- d. Click Submit
- e. Click Done. Your dropped enrollment will be sent to your manager for approval

**...add myself to the waitlist for a course?**

- a. On the course page, click Enroll
  - i. If required, click the check mark box of the class you would like to enroll in on the Select Offerings page
- b. Click OK
- c. If the class is full, a red error message box will display
- d. Click the error message
- e. Click the Add to Waitlist check mark box
- f. Click Submit
- g. Click Done. Your waitlist request will be sent to your manager for approval

**...begin a course that I am enrolled in?**

- a. From the course page, click Launch Course Content
- b. Click Start Course

**...view my Learning History?**

- a. From the home page, click the Learning app
- b. Click Learning History

https://denvergov.org/workday

4/11/2019