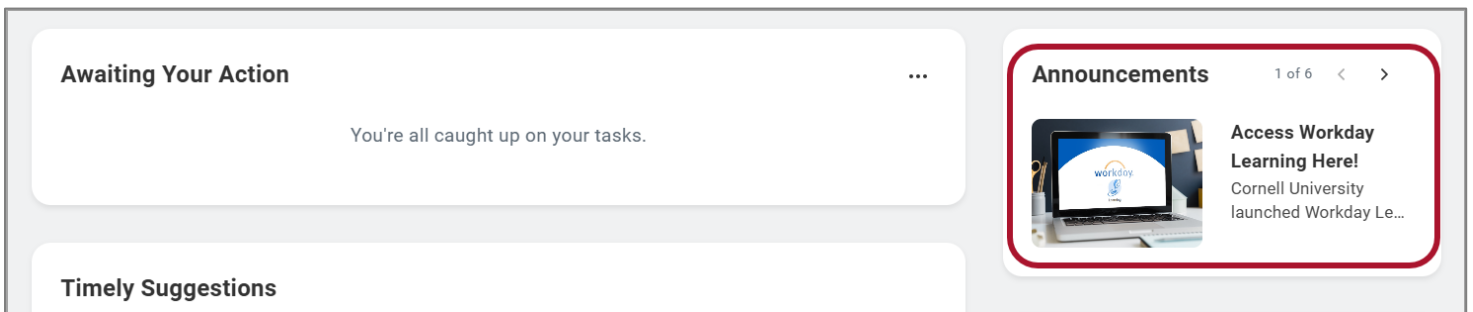


ACCESS WORKDAY LEARNING

Students without jobs are considered **external learners** in Workday Learning. This means they have a different method of accessing Learning when compared to students with jobs. Students with jobs have access to the Learning app, students without jobs do not have access to this app.

Below are the steps for students without jobs to access Workday Learning.

1. Log into [Workday](#) by going to the Cornell HR page and then click **Go to Workday**.
2. After NetID authentication, the learner will be on the Workday home page. Click the **Access Workday Learning Here!** announcement *on the right* of the homepage.



3. Click **Login to Workday Learning** within the announcement.
4. The student will be taken to the Workday learning homepage and can access their learning or learning history there.

NOTE: if a student alternates between the status of employment and not being employed, their learning history will be on two profiles – one on their worker profile and the other on their external learner profile. If they need to access their learning certificates history for learnings that were performed when they had a job, they will need to submit an email to workdaylearning@cornell.edu.

NOTE: If the student learner goes to the learning site and then walks away hoping to continue the learning later, they must remember to close all workday windows, re-login to their workday account and navigate to Learning from the announcement. Otherwise, if they try to continue the same session, they will receive the following Workday Sign In error

Workday Sign In Error

Invalid user name or password, please try again. Note: You may not be able to change or reset your password from Workday if your account uses a corporate password.

[Please retry login here](#)

WORKDAY LEARNING HOMEPAGE

Once logged into Workday, click on **Menu** button, on the upper left-hand corner, then select the **Learning** app.

Workday Learning provides a central place for Learners to search for content, enroll into courses, track learning progress and more. Within the **Learning** app there are three tabs and a **Links** section.

LEARNING HOME

This is the default page after clicking on the **Learning** app and includes:

- **Highlights** – Displays featured courses as selected by the Learning Administrators
- **Required for You** – Displays if courses have been assigned and required for you to complete
- **Upcoming Course Offerings** – Access the schedule for upcoming workshops/blended courses

NOTE: If this is the first time you are on the **Learning** app and there are no courses assigned to you, this page may display only announcements.

MY LEARNING

This page displays actions specific to the Learner and includes:

- **Continue Learning** – Displays any courses for which you have enrolled but not completed
- **View Learning History** – View your Learning Transcript and find list of courses that are Not Yet Started, In Progress and Completed
- **Required for You** – Displays if courses have been assigned and required for you to complete
- **Recommended for You** – Displays courses that are recommended based on your current job profile, interests, and trends.

DISCOVER

This page provides the ability to search for/discover content and includes:

- **Explore Learning Catalog** – Search the catalog for all available lessons, courses, and programs
- **Browse Learning Topics** – Search available lessons, courses, and programs by topic
- **Most Popular and Based on Your Skills to Develop** – Pushed content based on topics that interest you
- **Recommended For You** – Set preferences to push content based on topics that interest you
- **Most Popular** – Displays courses that other Learners are completing

LINKS

In this section, find frequently needed links such as **Browse Learning Content**, **My Learning Transcript** and links to **SkillSoft** and **LinkedIn Learning**.