

How-To Guide for LEARN: Enroll in Courses

1. Introduction

Welcome to the How-To Guide for LEARN!

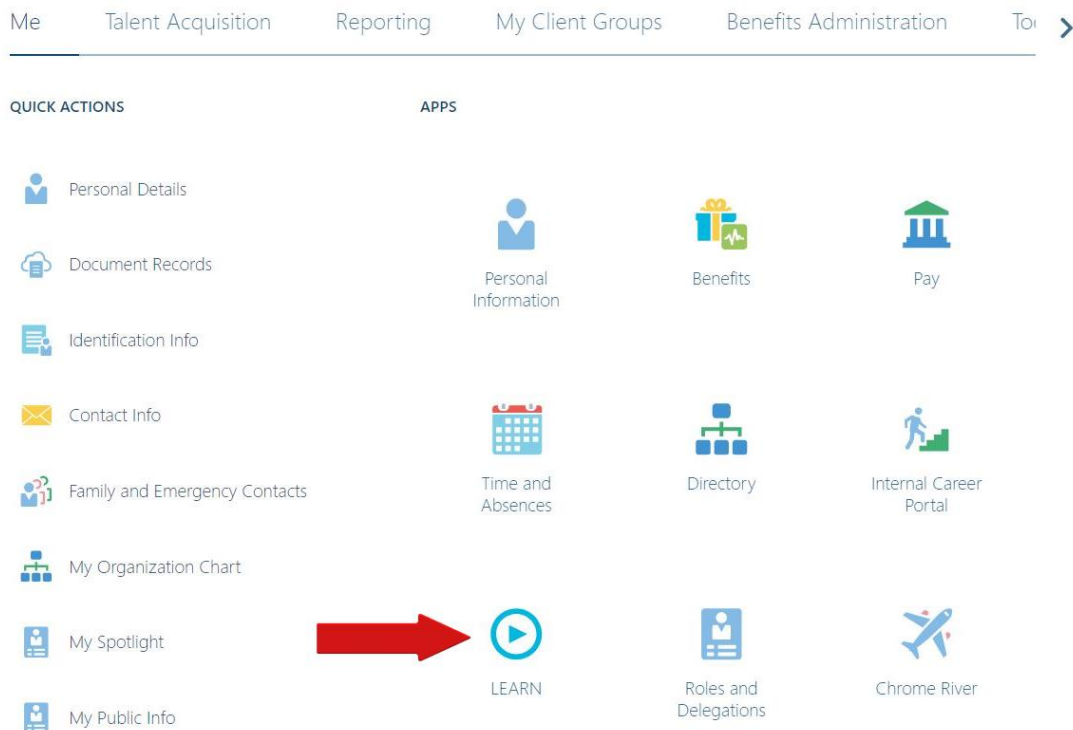
In this guide, we'll walk you through the step-by-step process of enrolling in courses, empowering you to make the most of this invaluable resource that will accelerate your professional development journey.

2. Step-by-Step Instructions

Step 1: Access LEARN

Sign into the HRMS using your single sign-on ID and password and then click on the 'LEARN' icon.

(<https://hdqb.login.ca2.oraclecloud.com/>)



The screenshot shows the HRMS navigation menu with the following items:

- Me
- Talent Acquisition
- Reporting
- My Client Groups
- Benefits Administration
- To >

QUICK ACTIONS

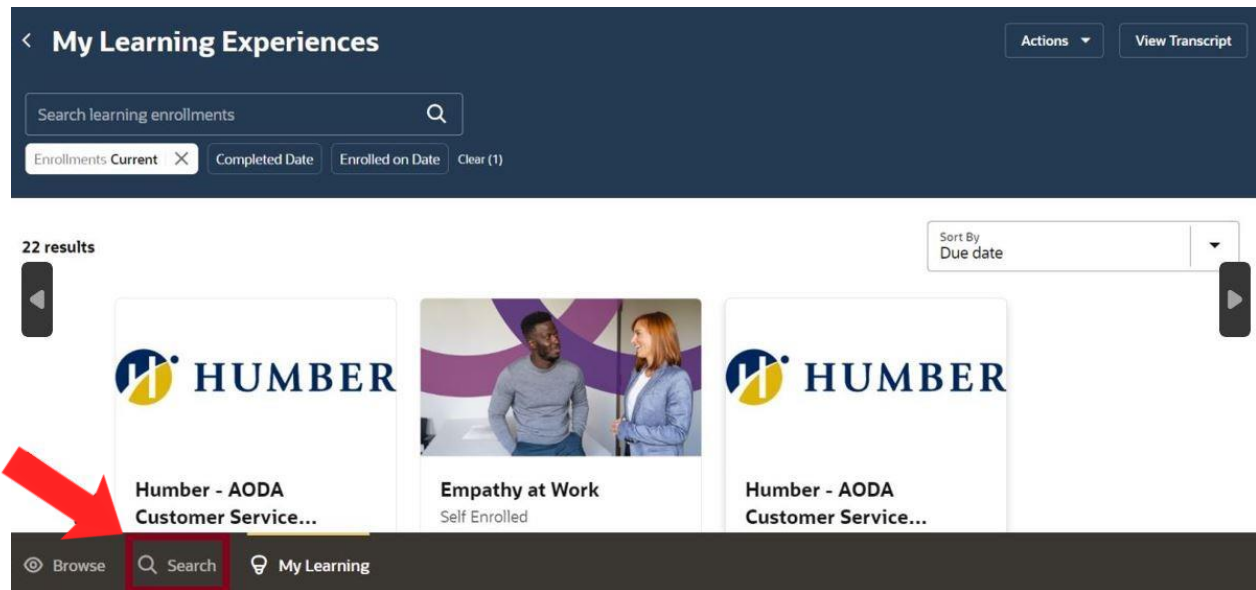
- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts
- My Organization Chart
- My Spotlight
- My Public Info

APPS

- Personal Information
- Benefits
- Pay
- Time and Absences
- Directory
- Internal Career Portal
- LEARN (highlighted with a red arrow)
- Roles and Delegations
- Chrome River

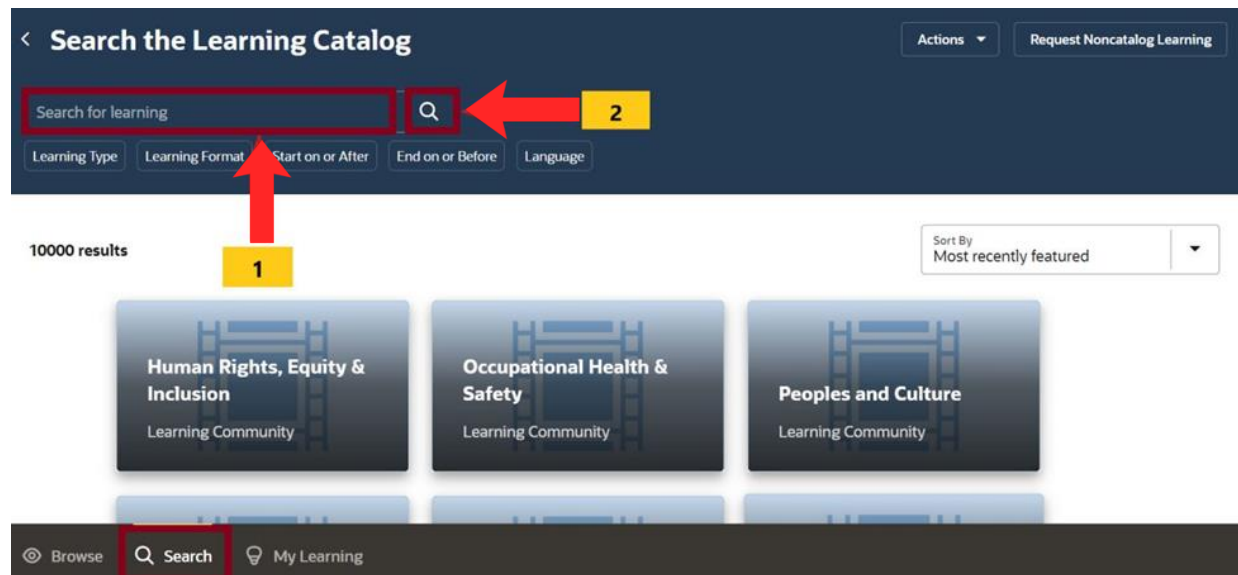
Step 2: Access the Learning Catalog

From the LEARN home page, click on the ‘Search’ tab located at the bottom of the screen to access the Learning Catalog.

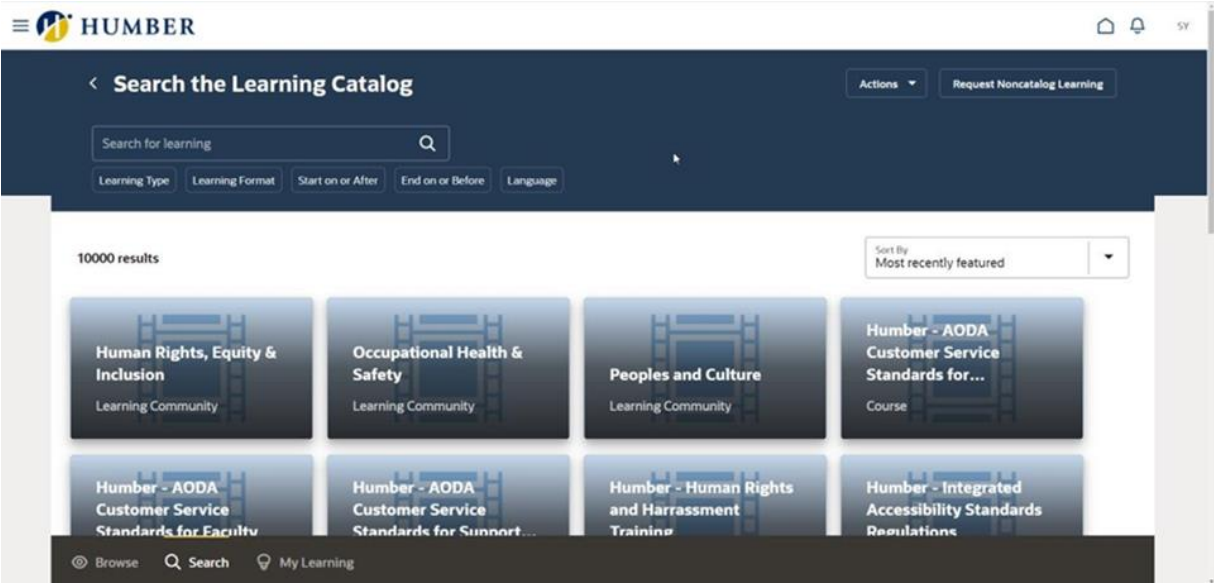


Step 3: Search for a Course

In the ‘Search’ tab, type in the course name, or keywords related to a specific topic in the search bar and then click on the search icon.

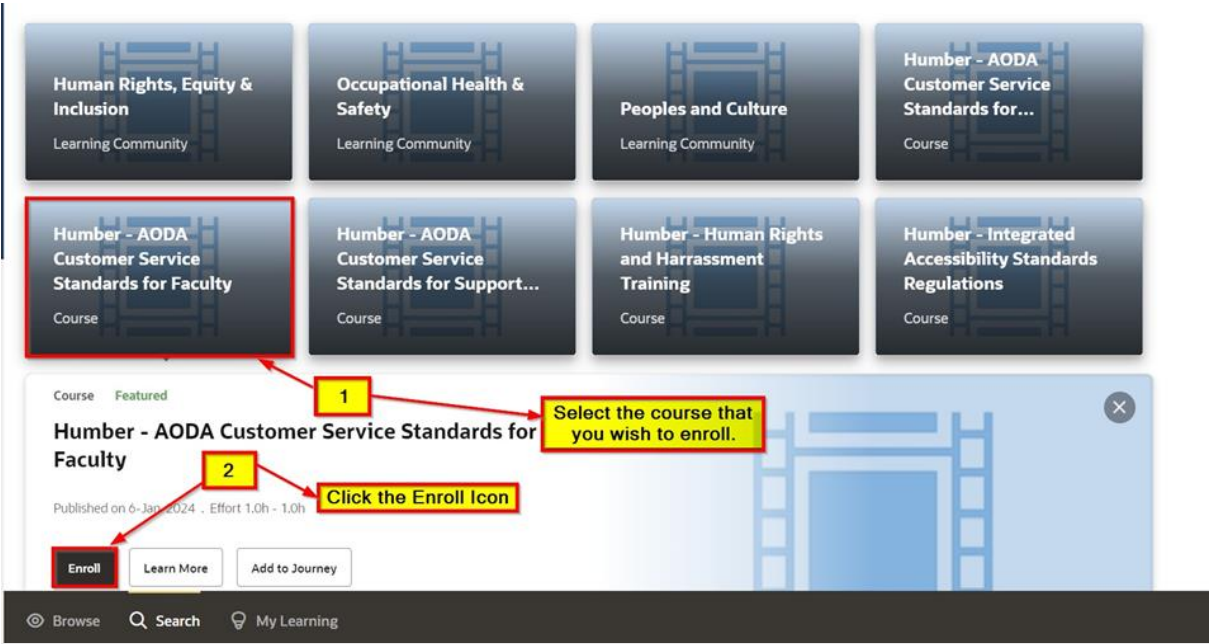


Alternatively, you can scroll through the entire Learning Catalog within the 'Search' tab.

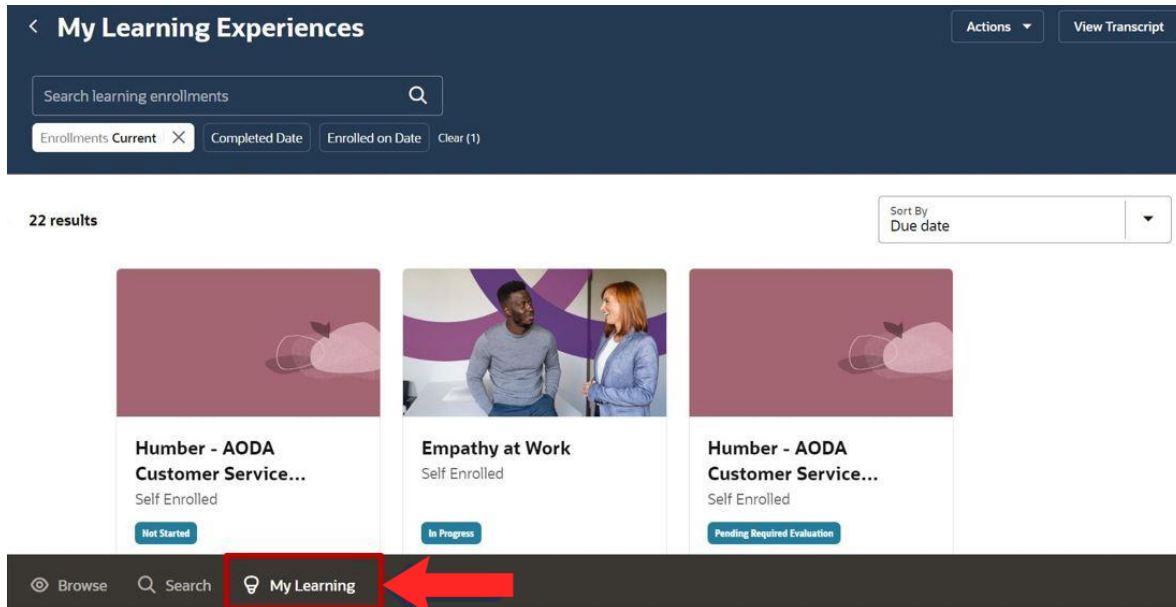


Step 2: Enroll in a Course

Select the course that you wish to enroll in and then click the 'Enroll' icon.



Click on the 'My Learning' tab to view all the courses that you enrolled in.



3. Tips and Best Practices

When exploring the multitude of courses available on the Learning platform, it's essential to approach enrollment strategically to ensure you make the most of your learning experience. To enroll in courses more effectively, **set clear learning goals, prioritize relevance, review course descriptions, create a learning schedule, stay flexible and open-minded.**

4. Troubleshooting

If you are accessing the HRMS for the first time, you might encounter authentication errors. It is essential to confirm the accuracy of your credentials and permissions for the service connection.

Issue: Authentication error when accessing the Oracle HRMS.

Solution: Double-check the entered credentials and ensure that the permissions for the service connection are accurate. Seek guidance from your manager or contact the [HR Support Centre](#).

Issue: Unable to access specific features or resources within the HRMS.

Solution: Review the permissions assigned to your account and contact the [HR Support Centre](#) for assistance.