

How-To Guide for LEARN: Record External Learning

1. Introduction

Welcome to the How-To Guide for LEARN!

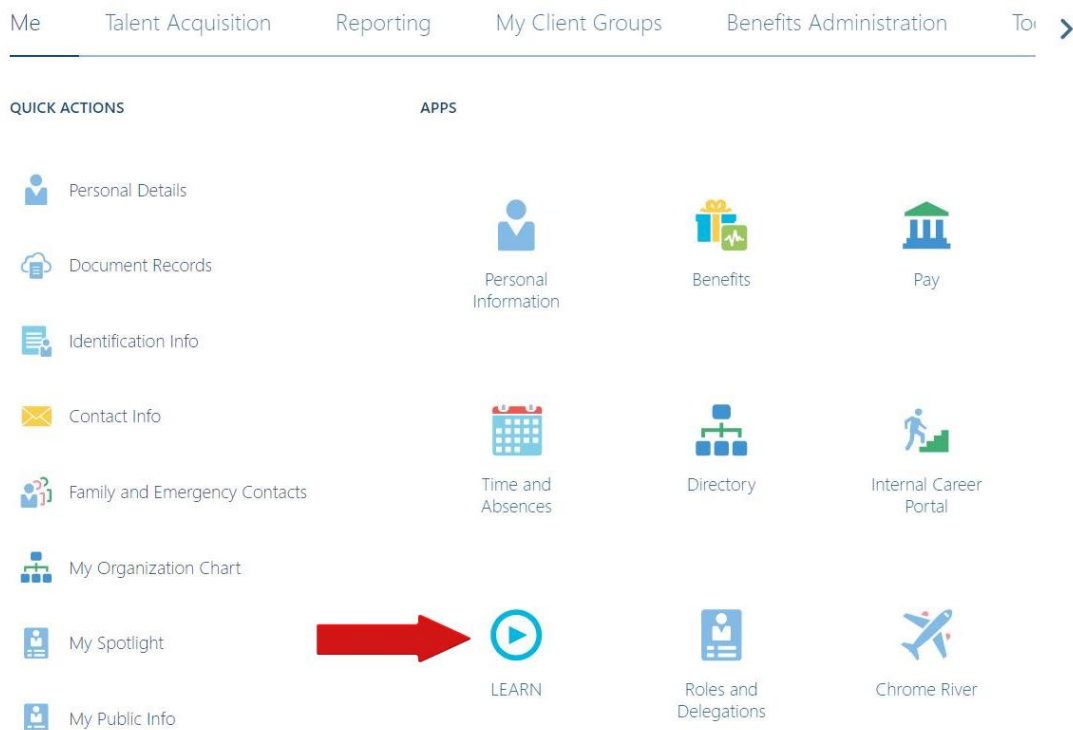
In this guide, you will learn how to record your external learning. By learning how to record external learning, you will be able to add external certifications and courses to your LEARN profile.

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 dashboard with a navigation bar at the top containing: Me, Talent Acquisition, Reporting, My Client Groups, Benefits Administration, and To >. Below the navigation bar are two columns: QUICK ACTIONS and APPS. The QUICK ACTIONS column lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Spotlight, and My Public Info. The APPS column lists: Personal Information, Benefits, Pay, Time and Absences, Directory, Internal Career Portal, LEARN, Roles and Delegations, and Chrome River. A red arrow points to the LEARN icon, which is a blue play button inside a circle.

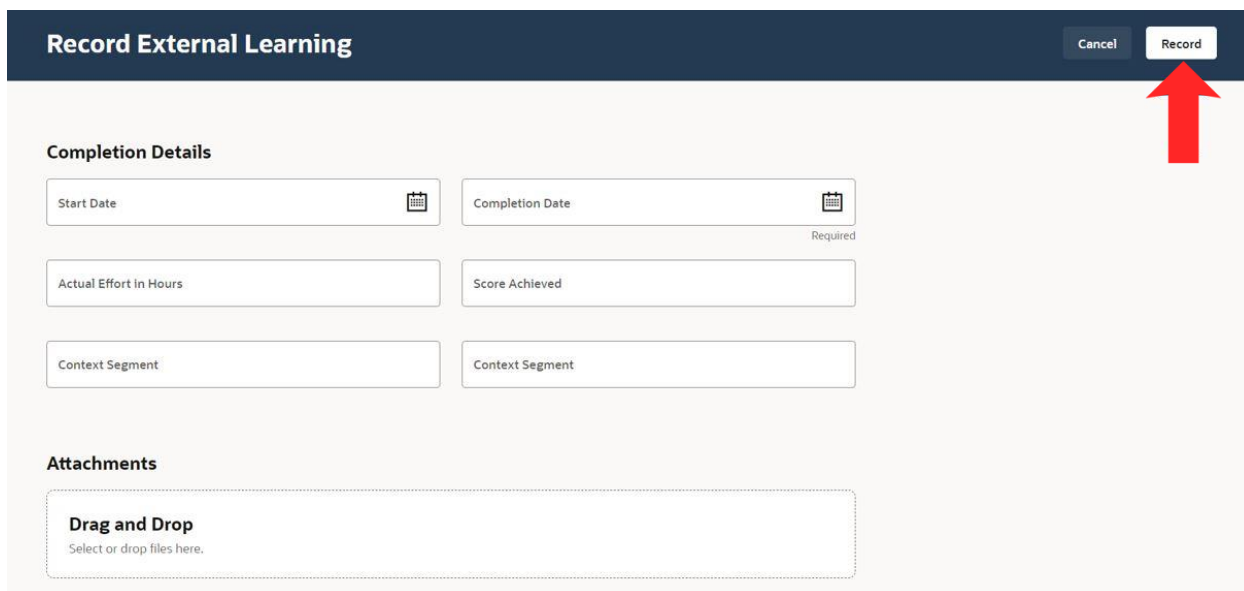
Step 2: Access the Record External Learning Form

Click the 'Actions' drop-down located in the header and then select 'Record External Learning'.





Step 3: Fill Out and Submit the Form

Once you have filled out all the fields in the form, click the 'Record' button to submit your request.



Record External Learning Cancel Record

Completion Details

Start Date 	Completion Date  <small>Required</small>
Actual Effort in Hours	Score Achieved
Context Segment	Context Segment

Attachments

Drag and Drop
Select or drop files here.

3. Tips and Best Practices

Tip: Any kind of external certification or course can be added using this service. Please make sure to provide as much information as you can to ensure accuracy.

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 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.