

# How-To Guide for LEARN: Search for Courses

## 1. Introduction

Welcome to the How-To Guide for LEARN!

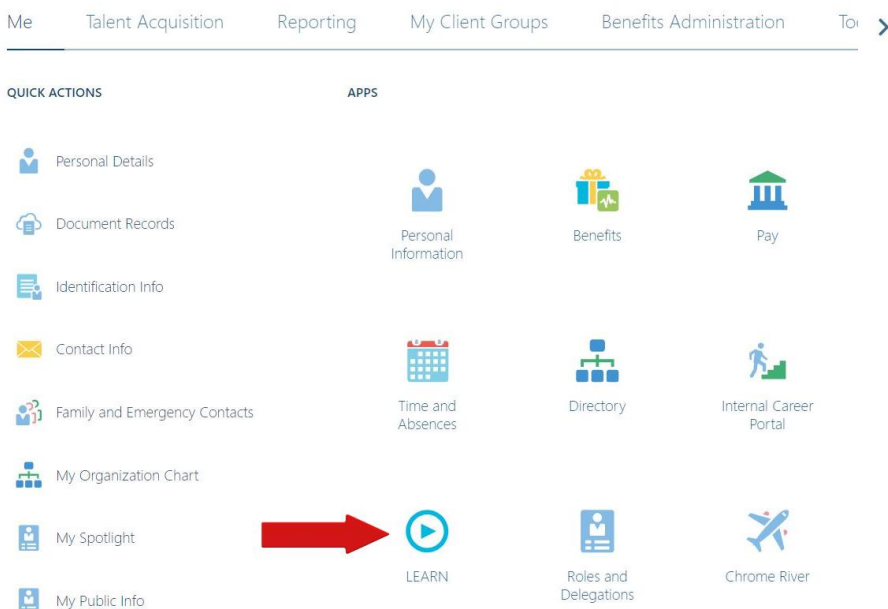
In this guide, we'll walk you through the step-by-step process of how to search for courses on LEARN, so you can make the most of this invaluable resource and accelerate your professional development journey.

## 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.

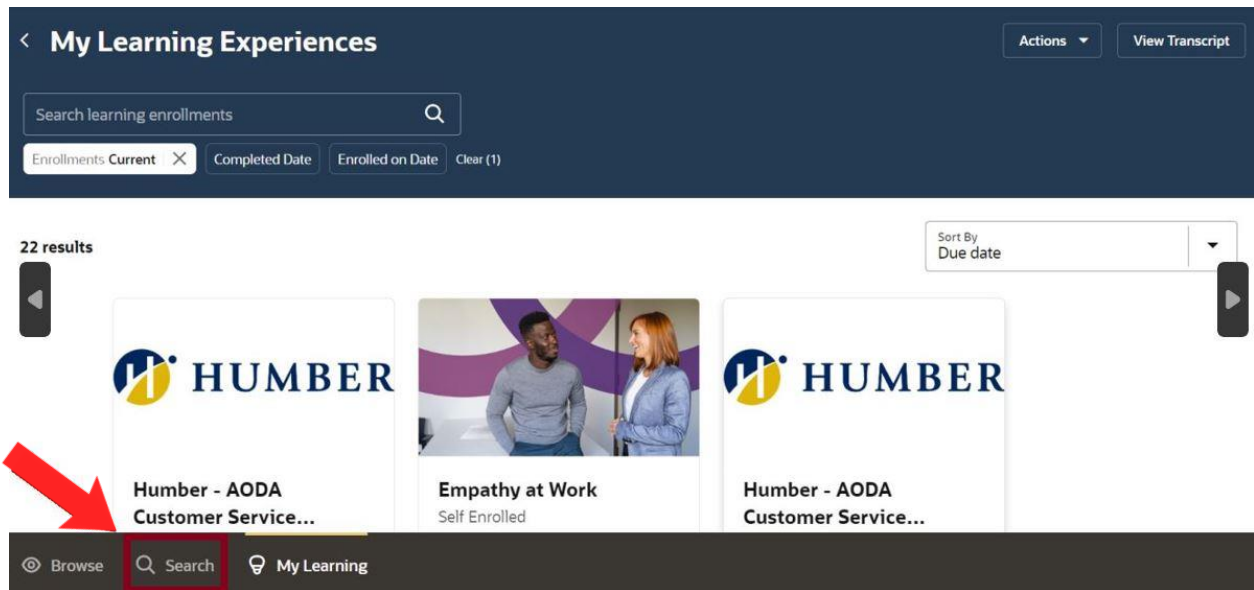
(<https://hdqb.login.ca2.oraclecloud.com/>)



The screenshot shows the HRMS dashboard with a navigation bar at the top containing: Me, Talent Acquisition, Reporting, My Client Groups, Benefits Administration, and Toi >. Below the navigation bar are two columns: QUICK ACTIONS and APPS. The QUICK ACTIONS column includes: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Spotlight, and My Public Info. The APPS column includes: Personal Information, Benefits, Pay, Time and Absences, Directory, Internal Career Portal, LEARN (highlighted with a red arrow), Roles and Delegations, and Chrome River.

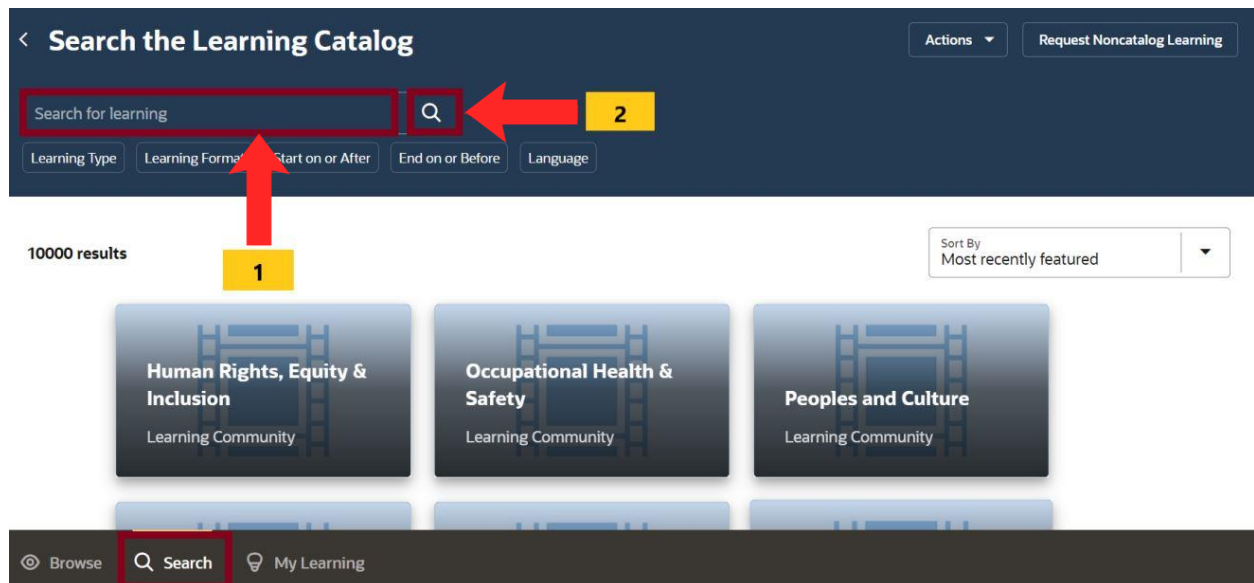
## Step 2: Access the Learning Catalog

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

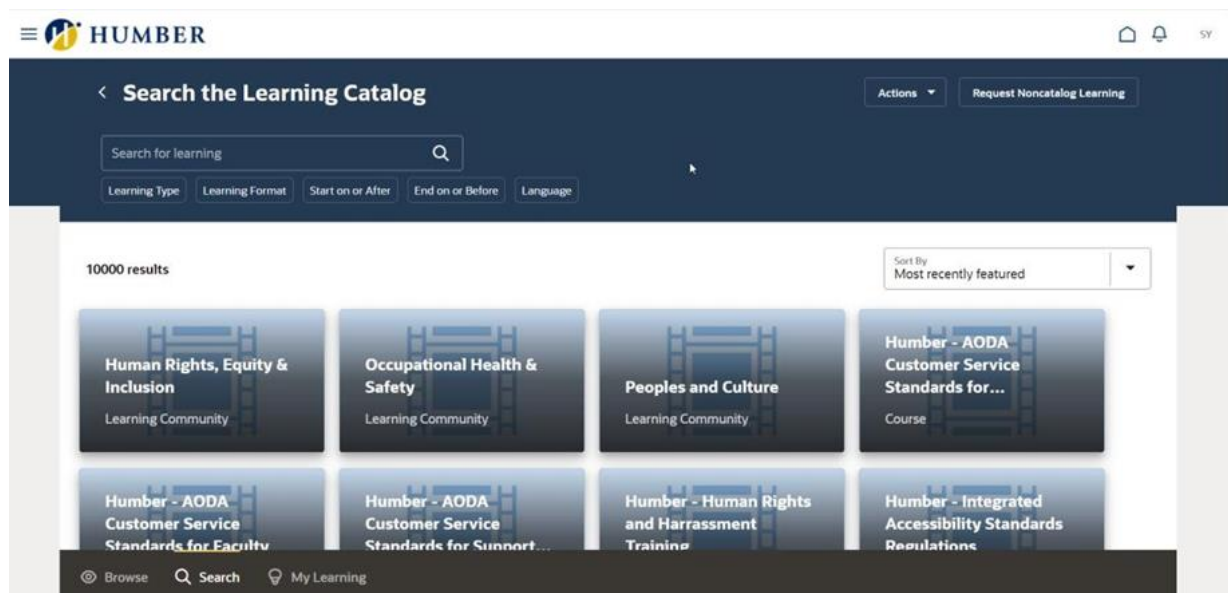


## Step 3: Search for a Course

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.



### 3. Tips and Best Practices

Navigating through the extensive catalog of courses available on the Learning platform can be both exciting and overwhelming. To search for courses more effectively make sure to **define your learning objectives, utilize filters and keywords, review course descriptions and syllabus, explore related resources, and stay open to new opportunities.**

### 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 Oracle environment.

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