

# How-To Guide for LEARN: Share and Recommend Courses

## 1. Introduction

Welcome to the How-To Guide for LEARN!

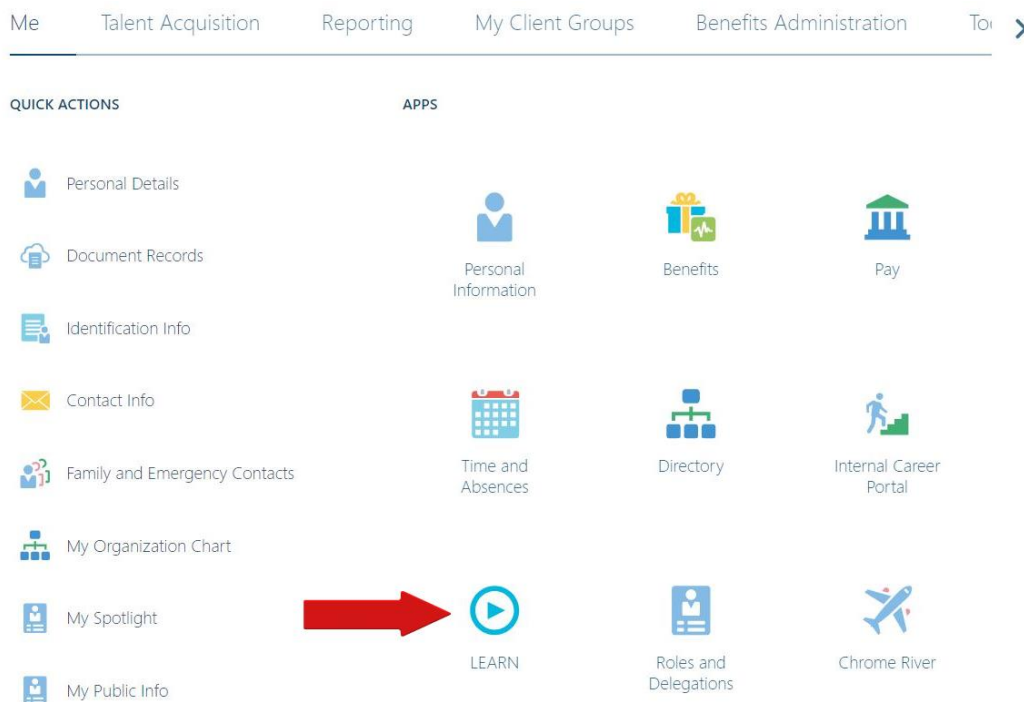
This guide will show you how to share and recommend courses on LEARN. By mastering this skill, you'll not only elevate your expertise but also foster a culture of continuous learning and collaboration within your organization.

## 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.

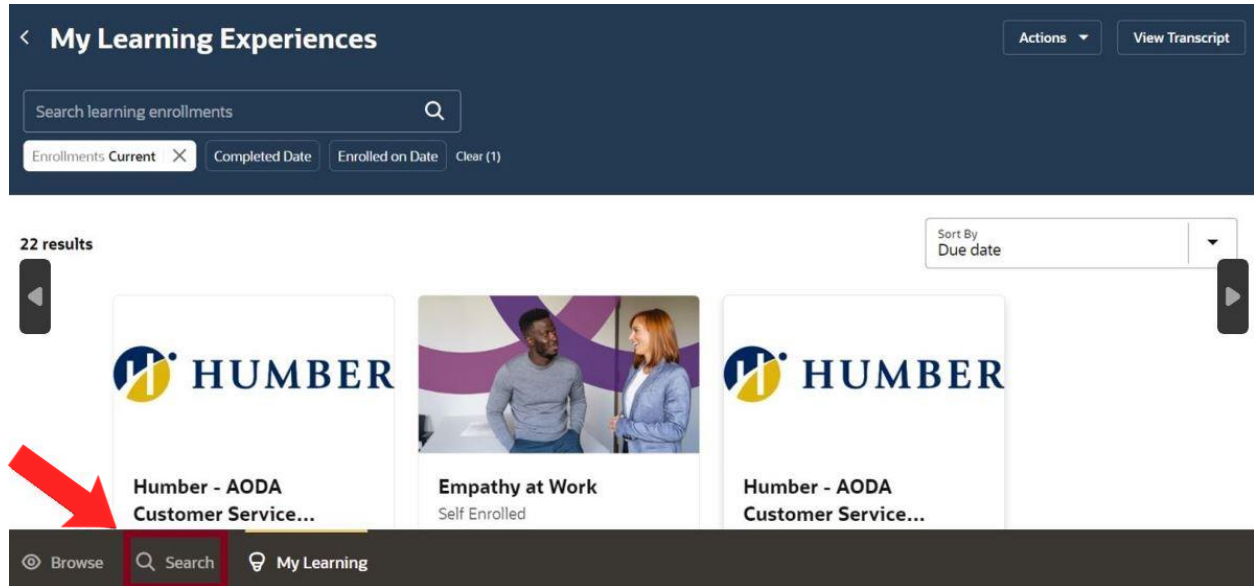
(<https://hdqb.login.ca2.oraclecloud.com/>)



The screenshot displays the HRMS dashboard interface. At the top, there is a navigation bar with the following items: Me, Talent Acquisition, Reporting, My Client Groups, Benefits Administration, and To: >. Below the navigation bar, the dashboard is divided into two main sections: QUICK ACTIONS and APPS. The QUICK ACTIONS section lists: Personal Details, Document Records, Identification Info, Contact Info, Family and Emergency Contacts, My Organization Chart, My Spotlight, and My Public Info. The APPS section lists: Personal Information, Benefits, Pay, Time and Absences, Directory, Internal Career Portal, Roles and Delegations, and Chrome River. A red arrow points to the LEARN icon, which is a blue play button icon, located in the APPS section.

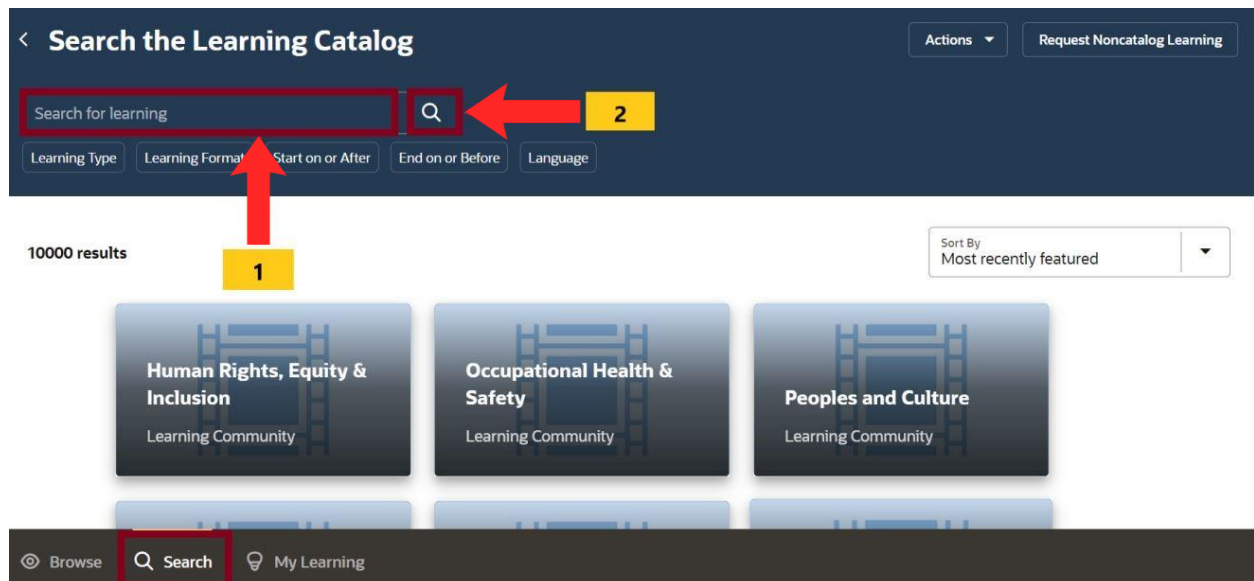
## Step 2: Access the Learning Catalog

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

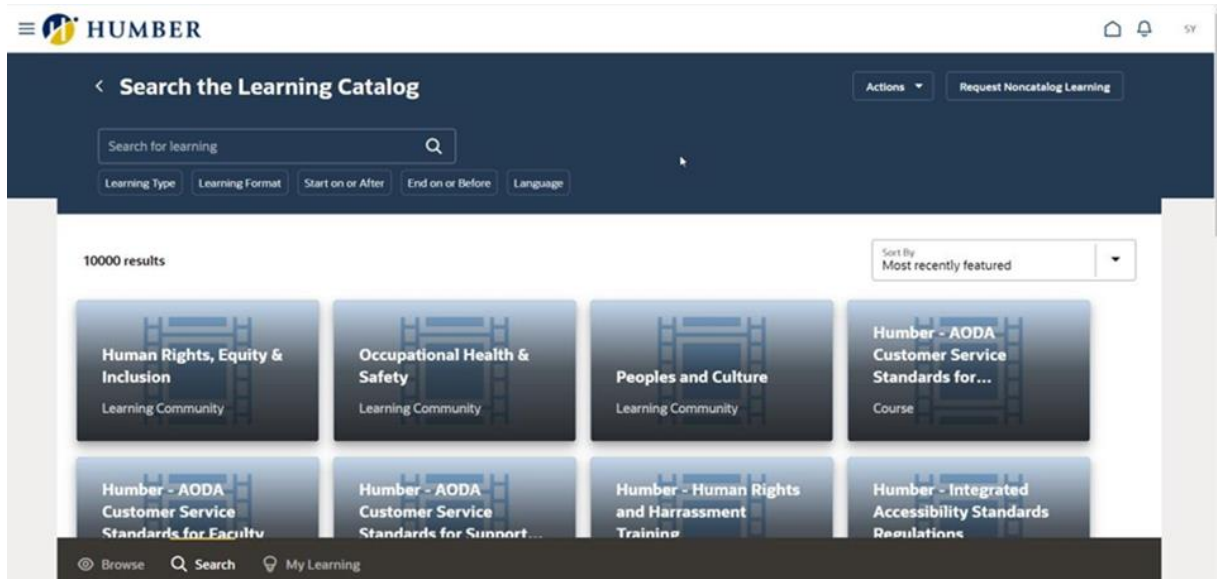


## Step 3: Search for a Course

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.

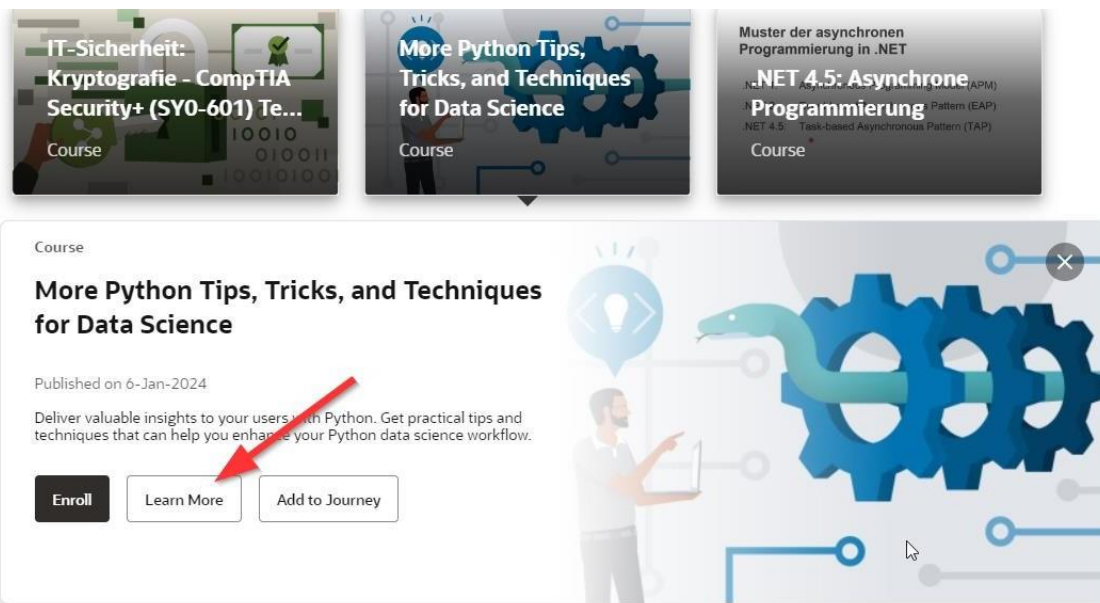


Alternatively, you can scroll through the entire Learning Catalog within the ‘Search’ tab.

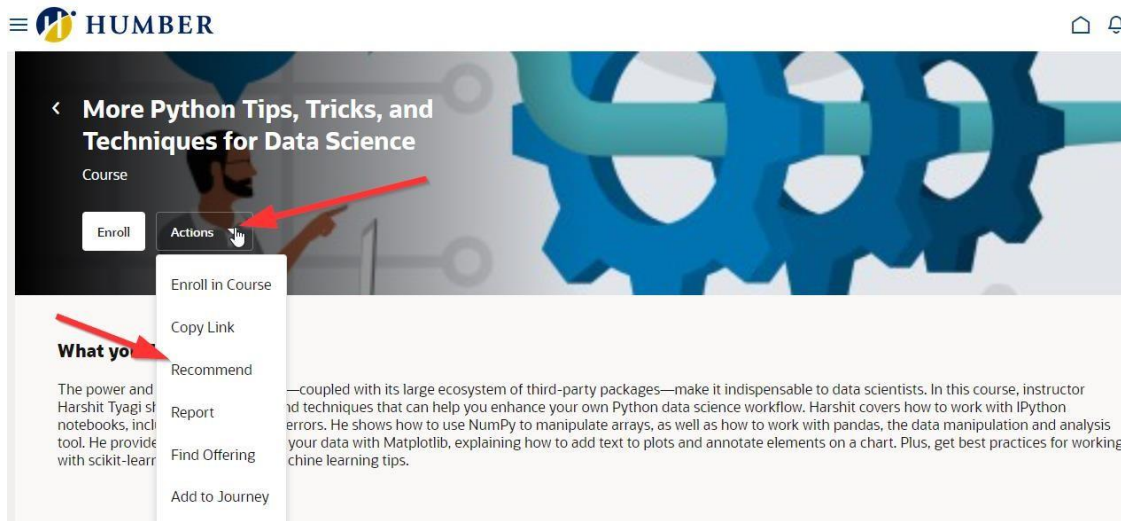


## Step 4: Select a Course to Recommend

4.1 Click on the course you’d like to recommend and then click on ‘Learn More’.

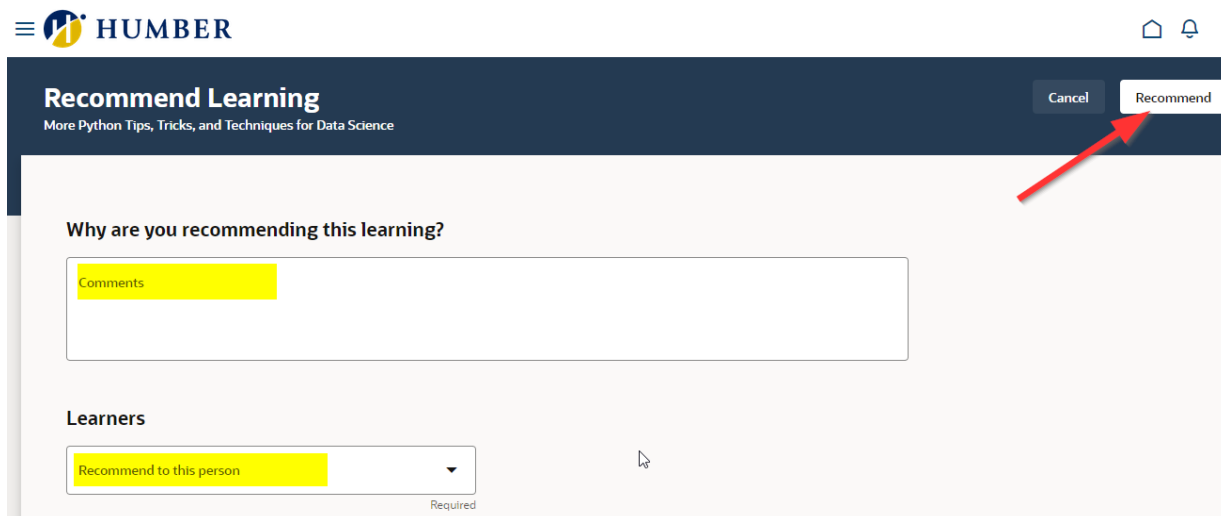


4.2 Click on the ‘Actions’ drop-down and then click ‘Recommend’.



Step 5: Complete the Recommend Learning Details

In the ‘Why are you recommending this learning?’ section, provide a brief comment for the learner(s). In the ‘Learners’ section, utilize the search bar to search and select learners you wish to recommend the course to. Once finished, click ‘Recommend’.



### 3. 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.