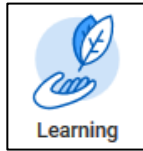## Manage Team Course Enrollment in Workday Learning

In Workday, there are several ways to manage course enrollment. While your employees can enroll as individuals, you can also enroll your team much in the same way as you would enroll yourself.

To get started, click on the Learning application from your Workday homepage.

Browse Courses and Enroll My Team

1. From the Learn menu, select **Browse**. This displays the learning catalogue with all available courses and lessons.
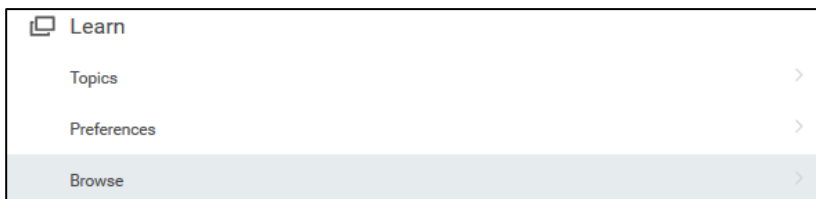

2. Scroll through the list of offerings, search by keyword using the **search bar** or narrow your options using the **filters** on the left hand of the screen. Filter options include course topic and type.

3. Select a course or lesson to enroll your team in by clicking on it. The **View** page displays.

    a. For a **Digital Course**, any related course lessons will also display.
    b. For an instructor-led **Course Offering**, the date, time, location, and instructor will display.

    If there are multiple offerings, select the course that works best for your team. Click **Enroll My Team**.

4. The **Review** page displays. Select the employees from your team that you'd like to enroll in the course. To select the entire team, use the checkmark in the header bar. Then click **OK** to complete the process.
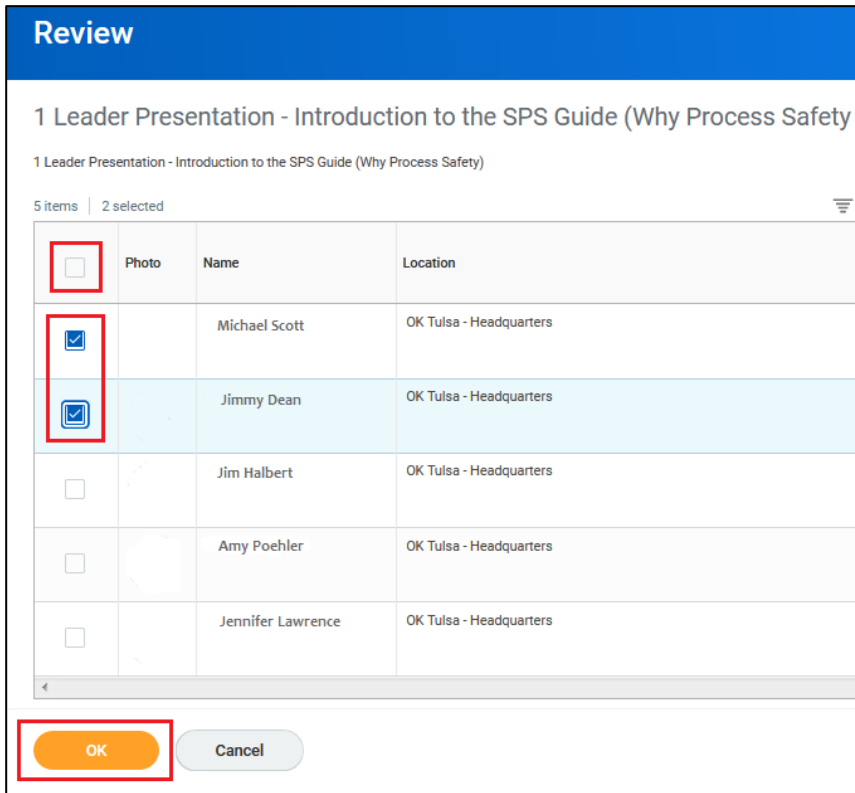

5. Click **Done** to return to an overview of the course. Your employees will receive a notification alerting them to the enrollment.

Review Employee Enrollment

While employees can self-enroll in courses, some require manager approval. This typically applies to courses that are four or more hours long or have certain costs associated. As a manager, you will receive an Action item to review.

1. From the **Actions** tab of your Workday **Inbox**, click on the **Review: Enroll in Course** item.
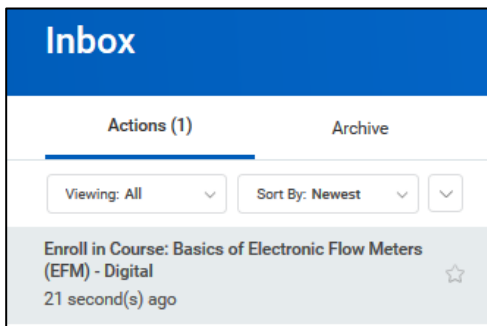
2. Review the details of the request and select either **Approve** or **Deny**. If you select Deny you must provide a comment with the reason for denying this enrollment (e.g. duration is too long and might be disruptive to operations).

Review Enroll in Course: Basics of Electronic Flow

21 second(s) ago

For

Overall Process   Enroll in Course: Basics of Electronic Flow Meters (EFM) - Digital

Overall Status   In Progress

Due Date   01/04/2019

Details to Review

Basics of Electronic Flow Meters (EFM) - Digita

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit   Cancel

Review Drop Course

If your employees choose to drop a course you enrolled them in, you will receive an Action item to review.

1. From the **Actions** tab of your Workday **Inbox**, click on the **Drop Course Review** item.

Inbox

Actions (1)   Archive

Viewing: All   Sort By: Newest

Drop Course: 1 Leader Presentation - Introduction to the SPS Guide (Why Process Safety
3 minute(s) ago - Due 12/21/2018

2. Review the details of the request and select either **Approve** or **Deny**. If you select Deny you must provide a comment with the reason for denying (e.g. explaining why this course is required for your employee).

Review

Drop Course: 1 Leader Presentation - Introduction to the Guide (Why Process Safety (Actions)

3 minute(s) ago - Due 12/21/2018

For

Overall Process   Drop Course: 1 Leader Presentation - Introduction to the SPS Guide (Why

Overall Status   In Progress

Due Date   12/21/2018

Details to Review

Course   1 Leader Presentation - Introduction to the SPS Guide (Why Process Safety

Drop Reason   Other > Other

Approve   Deny   Cancel

Deny

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason *

Submit   Cancel