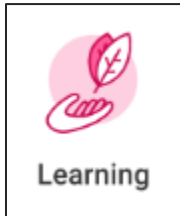


Use this job aid to enroll in a course or drop a course in Learning using the Workday mobile application.

Enroll in a Course

From your home screen:

1. Click the **Learning** application.



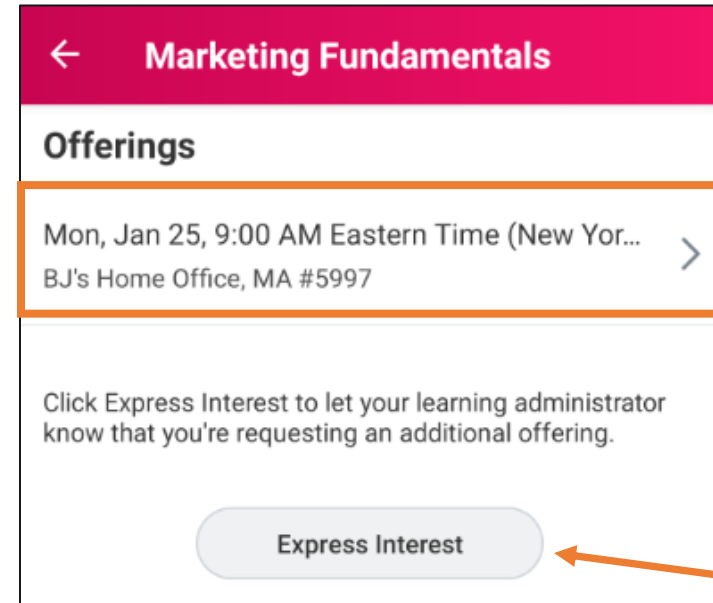
2. Once in the Learning application, you can find courses using several methods:
 - In the **Learn** section, click **Topics** to browse learning by **Topic**.
 - In the **Learn** section, click **My Library** to access courses you've previously saved to your library.
 - In the **Learn** section, click **View More > Browse Learning** to browse courses alphabetically.
 - Select a course listed in the **Most Popular** section.

For Self-Directed Courses:

1. Select the course you want to enroll in and click **Enroll > Submit**.
2. Click the X in the left corner to exit the success screen.
3. Click **Begin** to launch the content.

For Instructor-Led Courses:

1. Select the course you want to enroll in and click **Enroll**.
2. In the Offerings section, select the offering you want to enroll in and click **Submit**.



NOTE: Ensure there is a seat available in the offering or you will not be able to enroll. If there are no open offerings, click **Express Interest** to request additional offerings.

3. If the offering is full but there is space on the waitlist, you will receive an error message with guidance to check the **Add to Waitlist** box to join the waitlist.

4.

5.

For Instructor-Led Courses (continued):

6. Click the **Add to Waitlist** check box and click **Submit**.

Review

! The course is full. You can't enroll at this time. Select the Add to Waitlist check box if you want to waitlist for the course.

Marketing Fundamentals

Mon, Jan 25, 2021, 9:00 AM Eastern Time (New York) - Tue, Jan 26, 2021, 5:00 PM Eastern Time (New York)

Location
BJ's Home Office, MA #5997

This course provides an overview of fundamental marketing concepts.

Add to Waitlist

Lessons

Introduction to Marketing
Instructor Led / Classroom Training

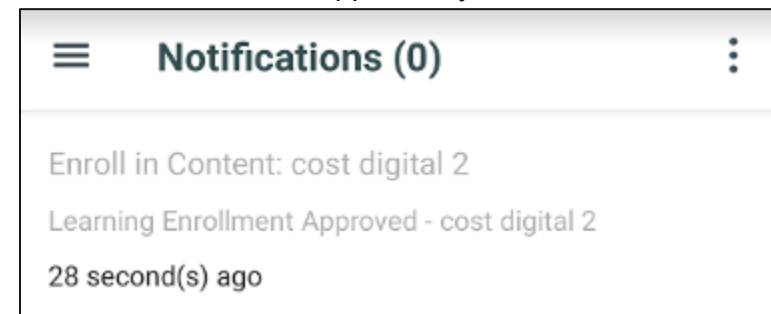
Submit

7. If a space becomes available in the offering, you will receive an email to enroll in the class. If you don't enroll before the deadline, your space goes to the next Team Member on the waitlist.

For Courses Requiring Approval:

Some courses may require approval based on cost or role. If approval is required, it is stated in the course description.

1. Select the course you want to enroll in.
2. Click **Enroll > Submit**. Click the white X in the left corner on the success screen. This sends the enrollment to your manager for approval.
3. Once the enrollment is approved, you receive a notification.

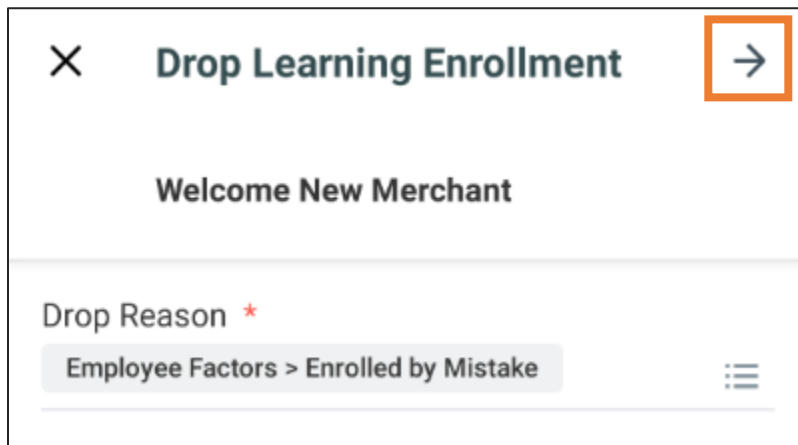


4. Navigate to the Learning application. In the **Progress** section, the course now shows up by clicking **the Not Started** category.

Drop a Course

From your home screen:

1. Click the **Learning** application.
2. Scroll to the **Progress** section, click **Not Started > View Details**.
3. Click the course name you want to drop, then click **Drop**.
4. Select a **drop reason** from the menu and click the next arrow.



5. Add a comment if you choose in the **Submission Comments** field and click **Submit**.



If you've been enrolled in a required course by your manager or the system you cannot drop it.