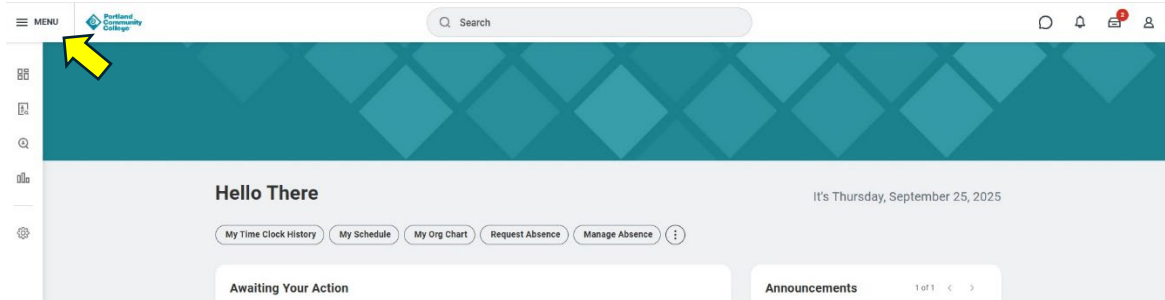


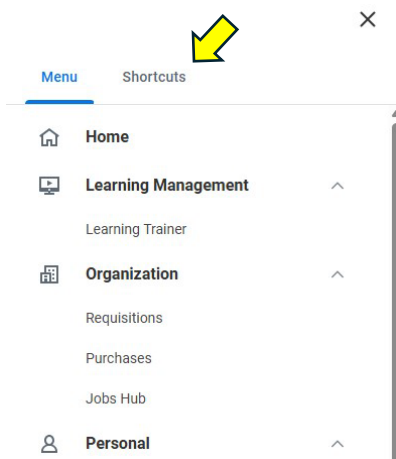
Start at the Workday Home Page

1. Creating a Shortcut

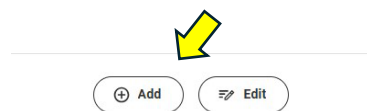
-Go to Menu (upper left)



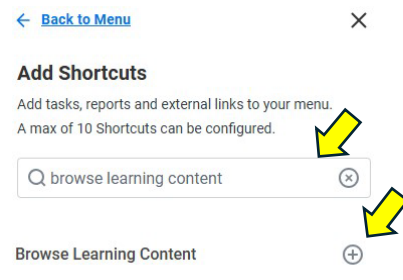
-Click on Shortcuts (upper left)



-Click Add (lower left)



-Type in “browse learning content” in the Add Shortcut search bar (top left); Click on plus (+) sign




-Click on “Back to Menu” (top left)



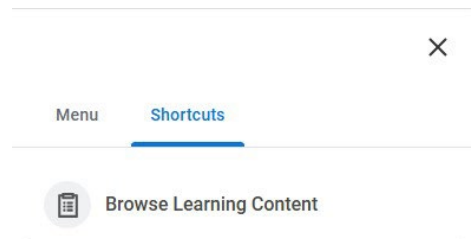
Add Shortcuts

Add tasks, reports and external links to your menu.

A max of 10 Shortcuts can be configured.

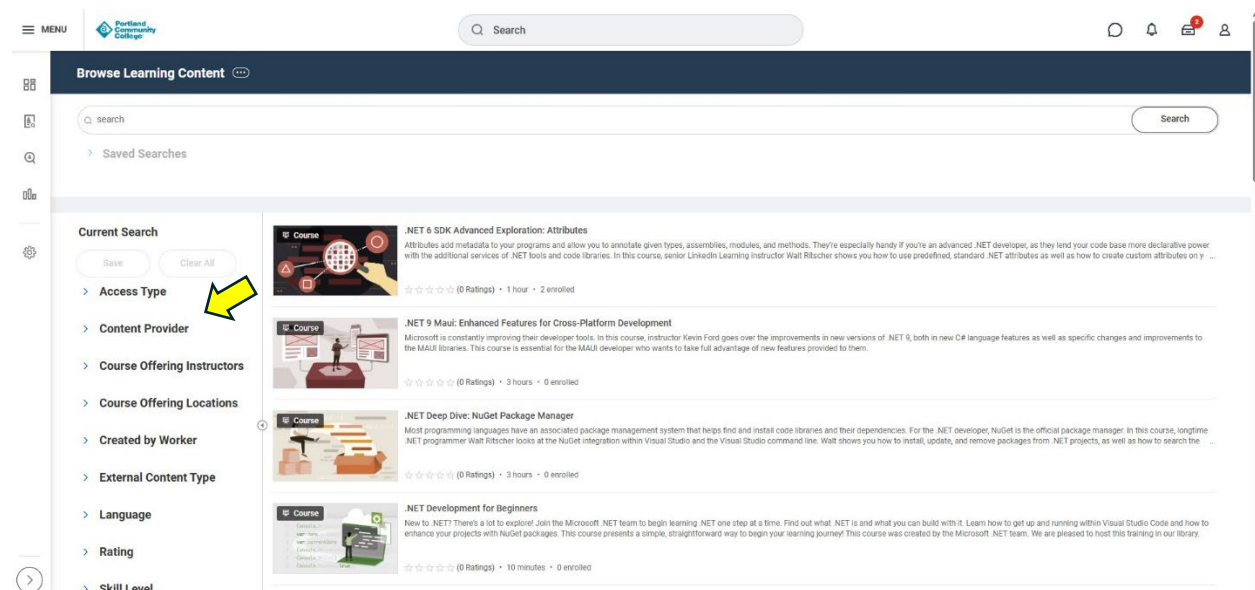
You should now see your shortcut list containing Browse Learning Content



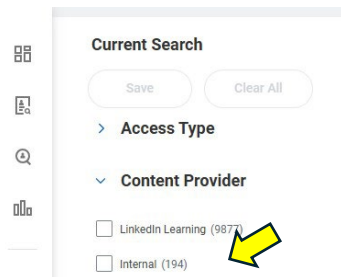
2. Locating PCC EH&S Content

-From the Workday Home Page, click on Menu; click on Shortcuts; click on Browse Learning Content. This will take you to the Browse Learning Content Page.

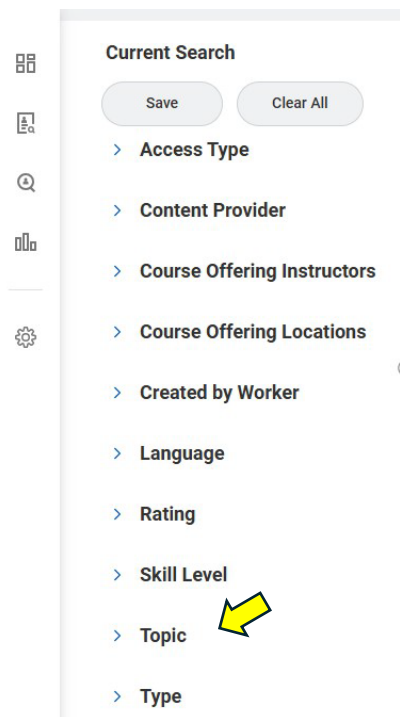
-Find training offered by PCC’s Environmental Health & Safety Department (EH&S) by clicking Content Provider



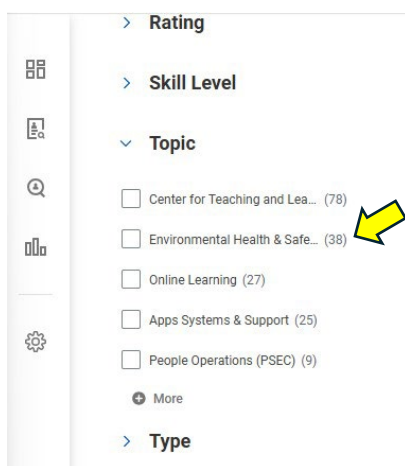
-Within Content, click on Internal to narrow your search



-Next, click on Topic to further narrow your search

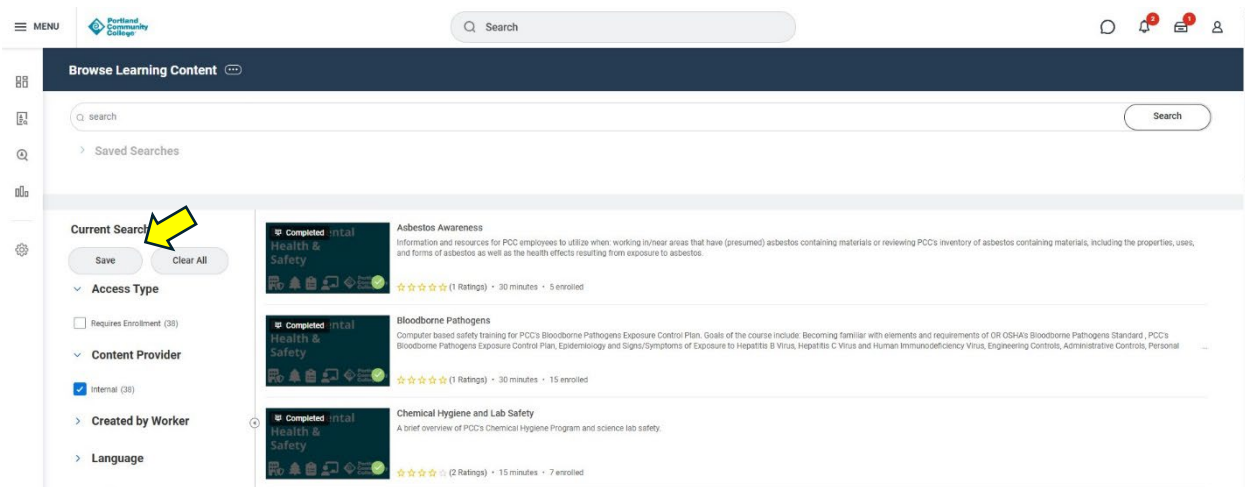


-Within Topic, click on Environmental Health & Safety to access EH&S' content

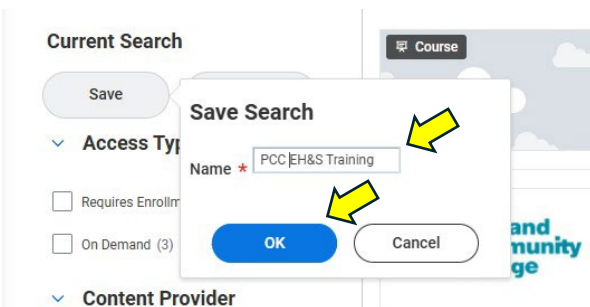


From here, you can select any available course or program listed.

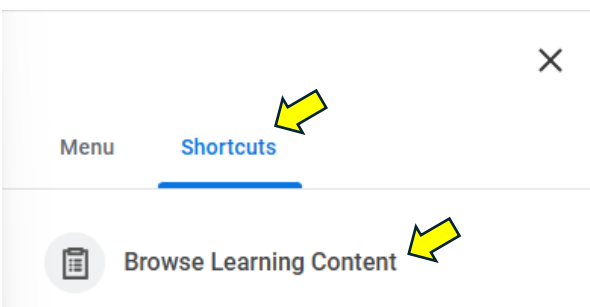
-Click Save to save your search criteria for future use



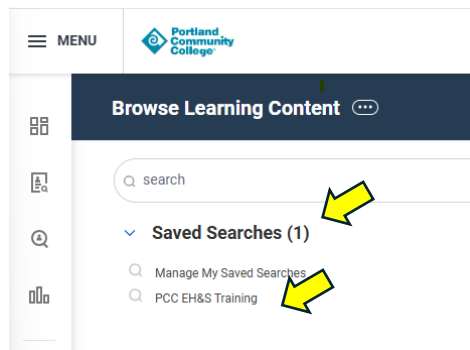
-Enter a name for your saved search and click OK



You can access this shortcut from the Workday Home Page by clicking Menu and clicking Shortcuts and then clicking Browse Learning Content.



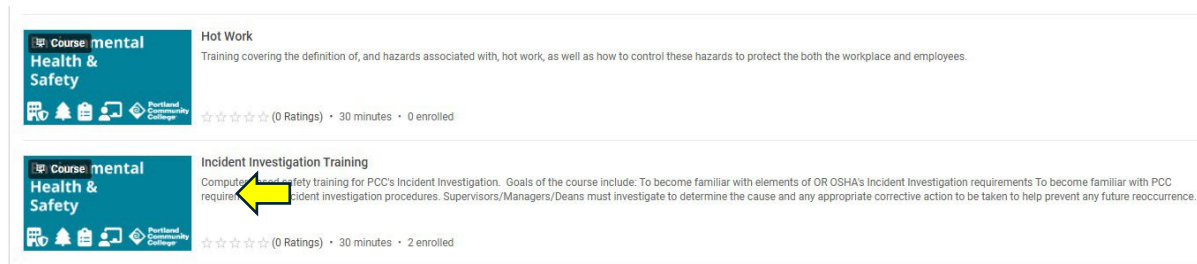
-Click on Saved Searches and then click on the name of your saved search



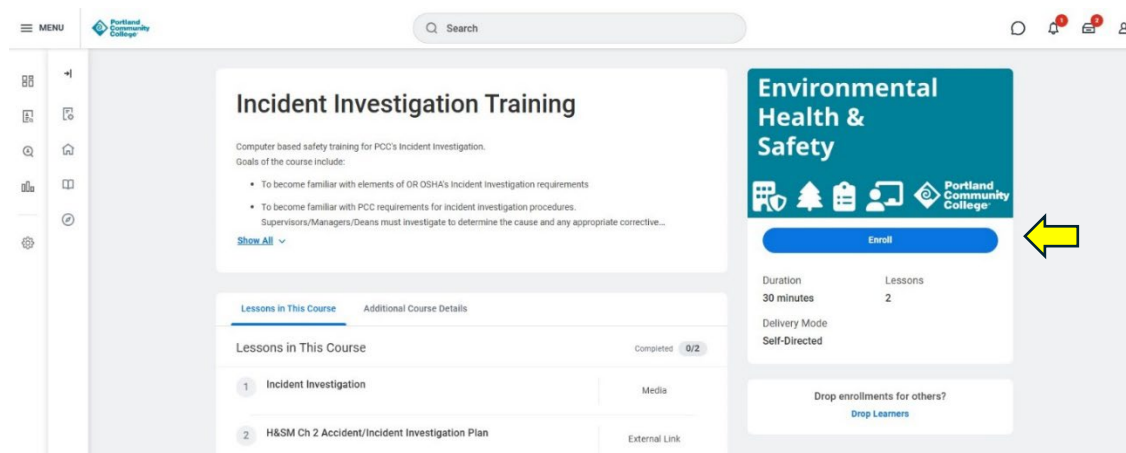
3. Enrolling in a course

-Access the Browse Learning Content Page using your shortcut

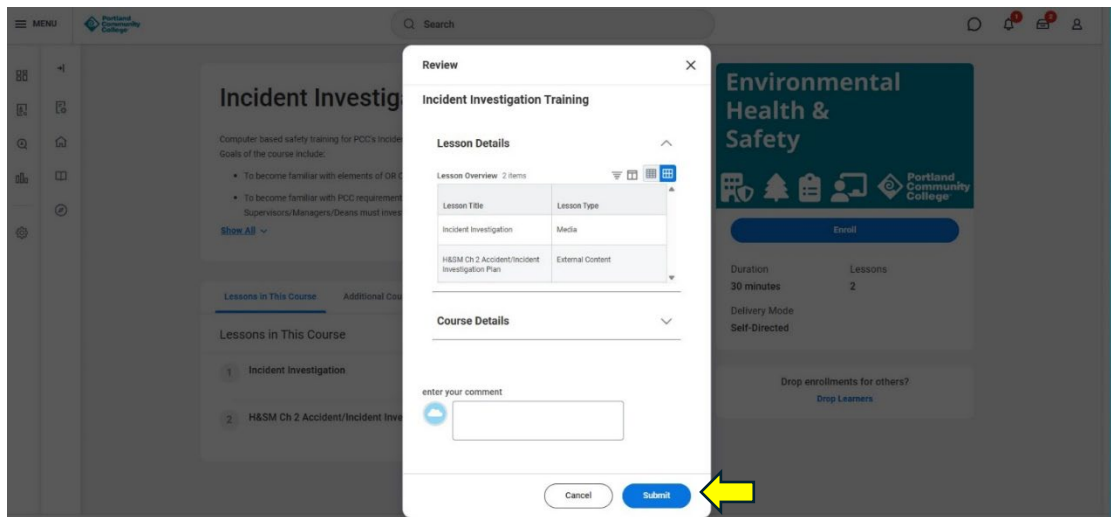
-Select a course by clicking on it



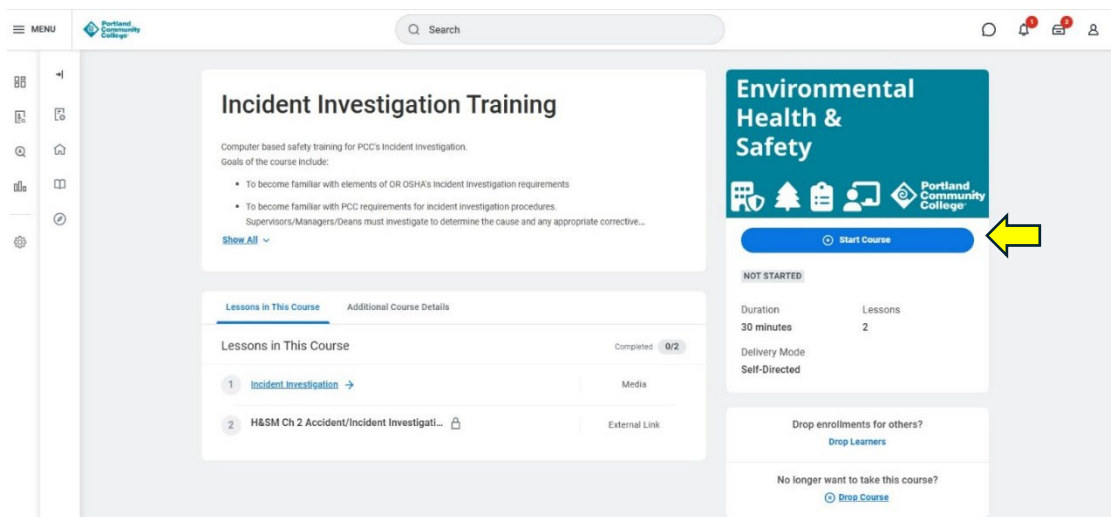
-Click the blue Enroll button.



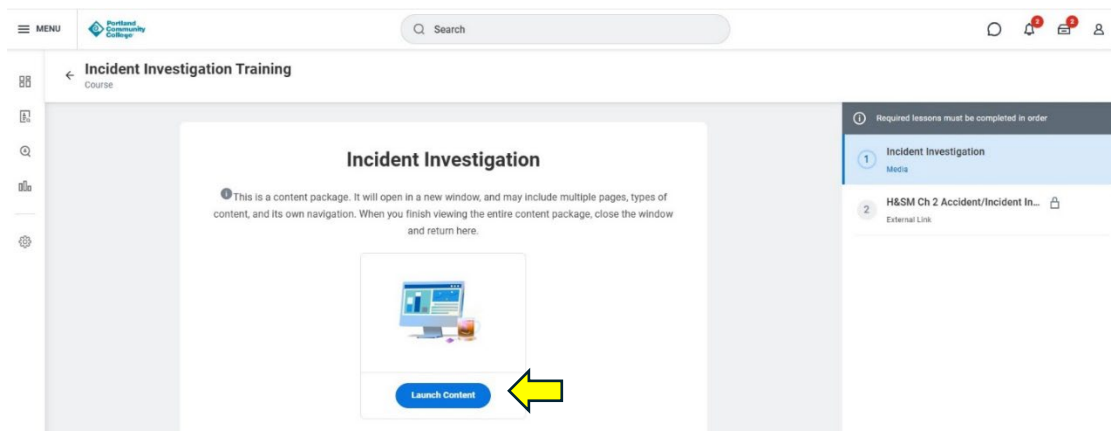
-Click the blue Submit button



-Click the blue Start Course button



Click the blue Launch Content button



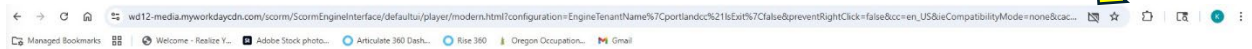
You may see a message that reads Popup Blocked. If so, click on the Gray Launch Course Button

Popup Blocked

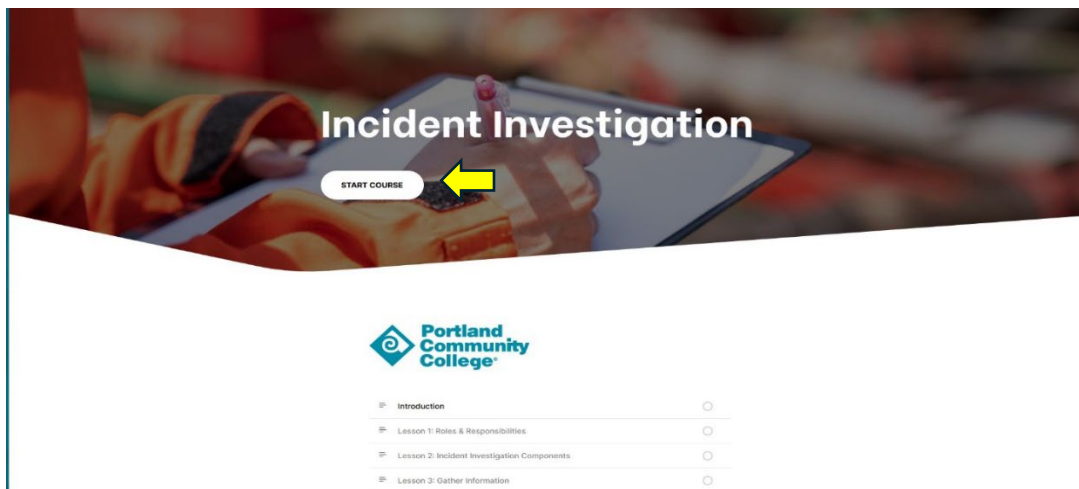
We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

Option – To reduce steps, look at field showing the URL for the course. You can disable the popup blocker by clicking on the square with a slash through it and then selecting Always Allow Popups and then Done.



You can now begin the course and use the navigation buttons to move forward or back, watch videos, interact with the course, etc.



As you navigate through EH&S' courses, you will have opportunities to click on links and visit supporting webpages. Please know that when you do this, the page to which you are directed will become prominent on your screen and the screen for the training course will be relegated to the background. To get back to the course, minimize or reduce the size of the screen you no longer wish to view and you will find the Workday training screen. You can pick up where you left off.

Example of a link:

The screenshot shows the 'Incident Investigation' course interface. On the left is a sidebar with a progress list: Introduction, Lesson 1: Roles & Responsibilities, Lesson 2: Incident Investigation Components, Lesson 3: Gather Information, Lesson 4: Analyze the Facts, Lesson 5: Write the Incident Investigation Report, and Lesson 6: Implement Solutions. The main content area is titled 'Other Key Terminology' and includes a 'DEFINITIONS' button, which is highlighted with a yellow arrow. Below this, it states 'Most workplace incidents result from:' followed by three categories: 'Unsafe actions', 'Unsafe conditions', and 'Other'. It also includes the objective of the investigation and a list of tasks.

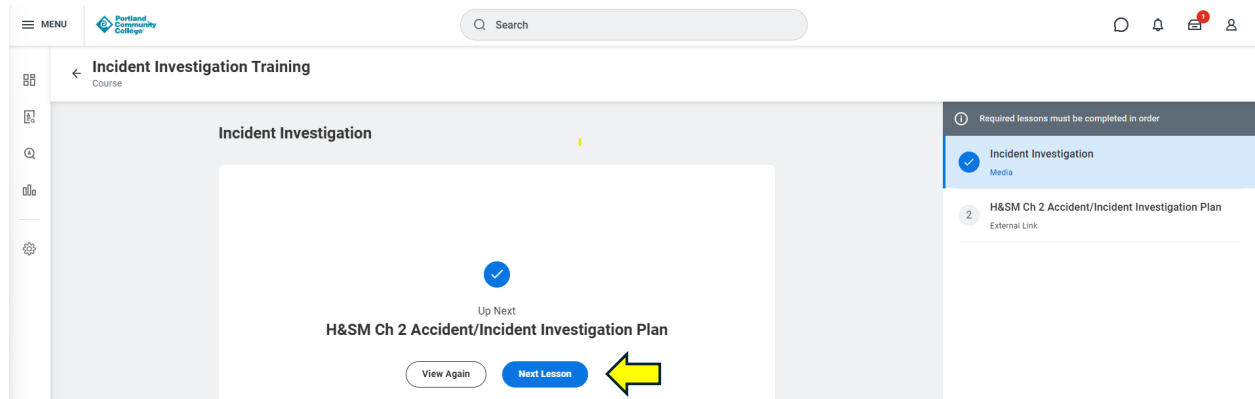
Some courses consist of lessons. You must complete all activities in one lesson to move on to the next lesson. You can click on the navigation bars at the end of the lesson to move forward.



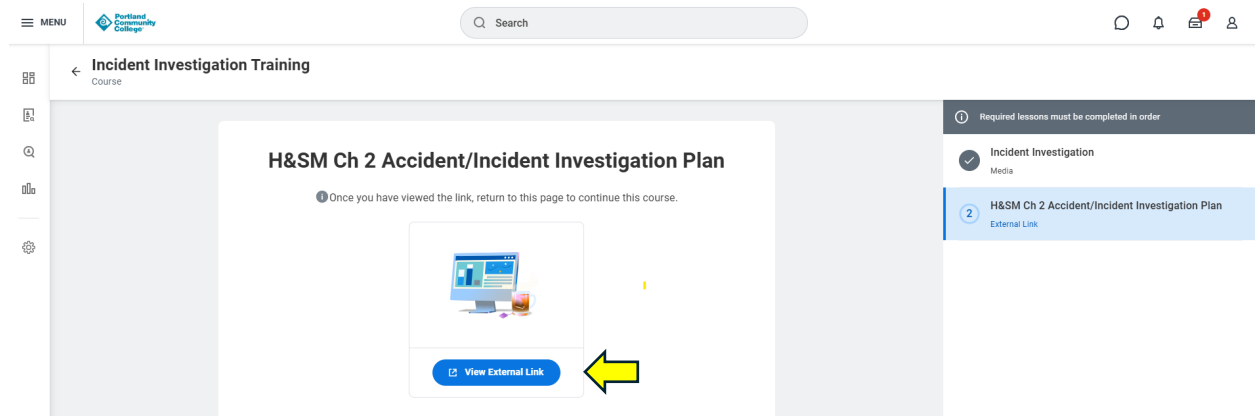
When you complete all of the lessons in a course, you will be asked to complete a short survey to help EH&S make better, more relevant content. Treat the survey like a link and find your way back to click Exit Course on the top right of the screen.

The screenshot shows the 'Incident Investigation' course interface at 100% completion. The sidebar on the left shows all lessons completed with blue checkmarks. The main content area has a header 'Other Considerations' and a paragraph of text. Below this is a large blue banner that says 'Congratulations! You have successfully completed all the lessons.' Underneath the banner, there is a message: 'Please complete the Incident Investigation Feedback Survey. The link will take you to the Google Form.' followed by a 'SURVEY' button, which is highlighted with a yellow arrow. At the bottom, it says 'Thank you for completing this course.' In the top right corner, there is an 'EXIT COURSE' link, also highlighted with a yellow arrow.

-In addition to the presentation materials, there may be additional components to the training that must be completed. These must be completed in order. Simply click on the blue Next Lesson button to move forward.



-In this example, users would next click on the blue View External Link button.



Chapter 2 – [Accident/Incident Investigation Plan](#) [PDF]

- [Appendix A – Definitions](#) [pdf]
- [Appendix B – How to Conduct an Accident Investigation](#) [pdf]
- [Form 1: Supervisor Investigation Report](#) [pdf]
- [Form 2: Bloodborne Pathogens Incident Form](#) [pdf]

When you complete a course, you will be alerted with a trophy and confetti

← Hazard Identification
Course

✓ Hazard Identification
Media

Course Completed!



Course Overview

Learning Home

Would you like to rate this content?



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