

# INTEGRATED RENEWAL PROGRAM

Workday Training Courses

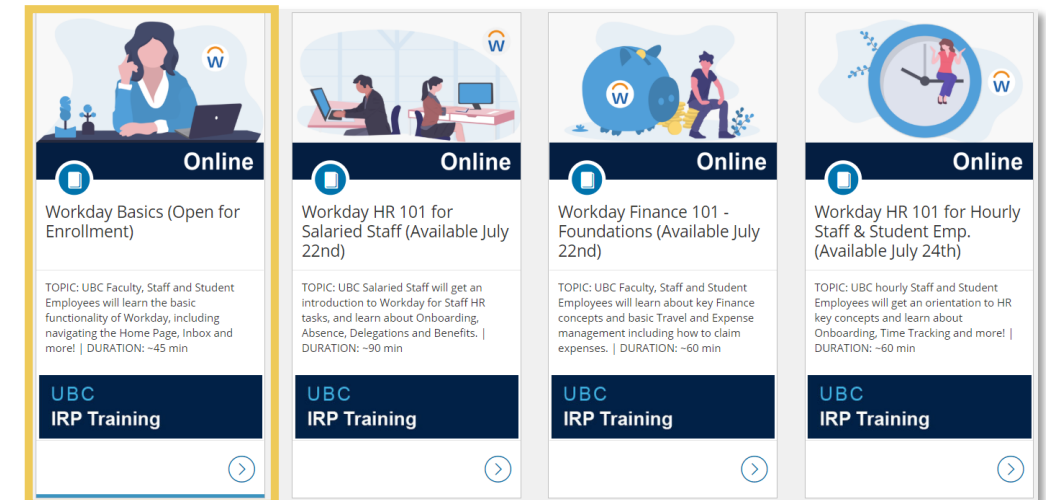
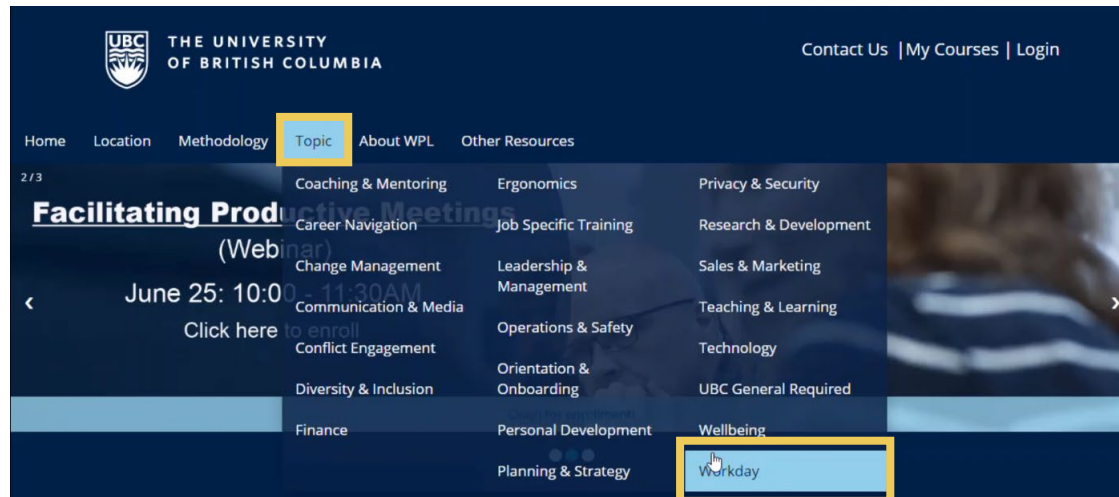
Registration Reference Guide



# QUICK REFERENCE GUIDE: COURSE REGISTRATION (1/3)

Register for Workday learning today through UBC Workplace Learning (WPL) using the following steps

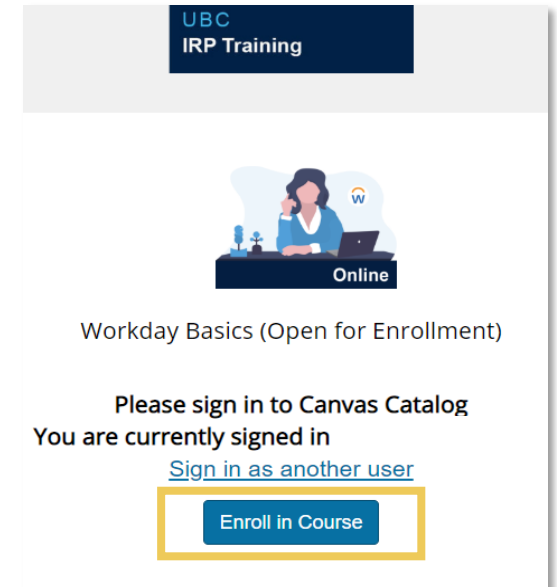
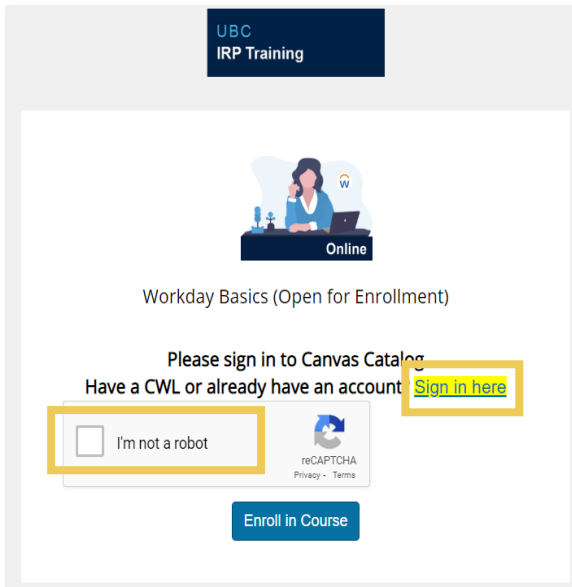
1. Navigate to [UBC Workplace Learning](#)
2. Click on 'Topic'
3. Choose 'Workday' from the drop-down menu
4. Scroll down to view available courses
5. Click on the course for which you would like to register
6. Click on 'enroll' on the course page



# QUICK REFERENCE GUIDE: LEARNING COURSE REGISTRATION (2/3)

Register for Workday learning today through UBC Workplace Learning (WPL) using the following steps

7. Verify reCAPTCHA
8. Click on 'sign in here' to log into your CWL account
9. Choose 'login with CWL' for current UBC student, faculty, or staff member
10. Complete CWL authentication (login with username, password, and complete multi-factor authentication) *[step not displayed in screenshot]*
10. Once signed in, click on 'enroll in course'



# QUICK REFERENCE GUIDE: LEARNING COURSE REGISTRATION (3/3)

Register for Workday learning today through UBC Workplace Learning (WPL) using the following steps

11. Once enrolled, click on 'Go to your Dashboard' to access the course you have enrolled in

12. You can access the course by finding it in the 'In Progress' section of the Dashboard

13. Choose the applicable course and click on 'begin course' to launch the course

