



Learn with Workday

Upskill in a Digital World

Frequently Asked Questions

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GENERAL

What is Learn with Workday?

Here at Workday, we know that skills are the fundamental currency of the changing world of work and that building the future of work will require skills training. The Learn with Workday program was created to support individuals who do not have a Workday affiliation to gain Workday skills and to take their first step toward a career with Workday technology.

The courses included in this program are online and self paced, allowing you to complete coursework when it best fits your schedule. Whether you're a seasoned professional or just starting out, the courses included in the Learn with Workday program will help you develop the confidence, skills, and knowledge you need to accelerate your career with Workday technology.



Who can benefit from Learn with Workday?

This program is designed for individuals interested in exploring a career with Workday technology.

Learners who may benefit include:

- Professionals in a functional role, such as finance or human resources professionals with limited exposure to Workday technology.
- Individuals without Workday experience seeking a new career working with Workday technology.
- Students attending a university and exploring career options leveraging Workday technology.

This program is specifically designed for consumption by the public, specifically learners who are not affiliated with Workday (i.e., they do not work for a Workday customer or partner).

Why was Learn with Workday created?

At Workday, we know skills are the fundamental currency of the changing world of work and that building the future of work will require skills training. Due to the nature of the closed Workday ecosystem, unless a learner works for a Workday customer or partner, they do not have access to any Workday product training.

The Learn with Workday program was created to enable those outside of the ecosystem to gain Workday skills. This training will accelerate the development of Workday talent in the general marketplace and with badging make these resources visible—supporting our customers with a diverse pipeline of Workday primed talent.

What is included in the **Workday Basics series**?

At this time, there are two modules included in the Workday Basics Series —Workday Basics and Workday Beyond Basics. Each module is about five hours and builds upon topics to prepare you to embark on a career with Workday technology.

If you commit to earning a certificate, you will be eligible for a Workday Basics badge and can join the Learn with Workday Talent Directory to signal your interest for jobs within the Workday ecosystem.

Is the program available globally?

Learn with Workday is a global program. The Workday Basics Series is available through Coursera to over 190 countries.

Can customers, partners and internal workmates access this content?

Global Customers, partners and internal Workmates with access to the Workday Learning Center can take the Learn with Workday **courses at no cost**.

- **Workday Basics**
- **Workday Beyond Basics**

Customers can reach out to their organization's Training Coordinator for additional information.

How much time does it take to complete this training?

Each module within the Workday Basics Series takes approximately five hours to complete, for a combined total 10 hours of coursework. However, given the offering is online, these hours can be spread over a number of days or weeks.

What will I learn in **Workday Basics**?

By the end of the five-hour Workday Basics course, learners will understand how:

- To confidently use Workday terminology and navigate Workday products to jumpstart a new career with our industry-leading technology.
- Workday consolidates multiple sources of data into a single view, enabling organizations to quickly uncover insights and increase agility.



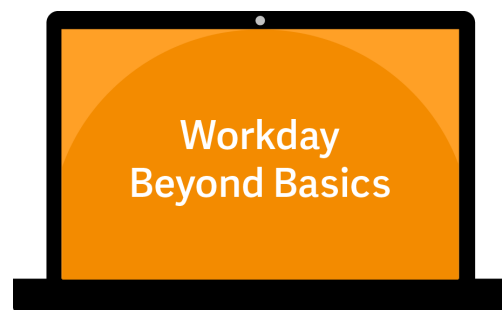
- The business process and configurable security frameworks that empower companies to stay agile and meet an organization's changing needs.

Prerequisite: None

What will I learn in **Workday Beyond Basics**?

By the end of the five-hour Workday Beyond Basics course, learners will understand how:

- Company-wide updates can be deployed in minutes and how they are reflected throughout the entire organization, across corresponding locations.
- Organizations can customize their tenants with their brand assets, ensuring a unified experience at every Workday touchpoint.
- Companies can protect reporting and distribution by allowing access to data that is only pertinent to an individual's role.
- Organizations can leverage additional Workday products to boost productivity and stay on track to meet company goals.
- Business users can improve operational efficiency and free up valuable company resources through customized report configuration.



Prerequisite: Workday Basics

ENROLLMENT, COMPLETION, AND SYSTEMS

How do I pay for a course?

You are able to pay for the courses using a credit or debit card via Coursera.

How do I enroll?

To access the course content:

1. Visit www.coursera.org/learn/workday-basics-series
2. Select the Workday Basics Series course and add them to your cart.
3. Proceed through the payment process and confirm.
4. Launch the course.

Can I access content on a mobile device or tablet?

Yes, learners can access the content on a mobile device or tablet.

Do I receive a credential upon completion?

We are committed to providing you with the tools necessary to achieve your professional goals. Workday has partnered with [Credly](#) to provide you with a digital version of your credentials. Digital badges can be used in email signatures or

digital resumes, and on social media sites such as LinkedIn, Facebook, and Twitter. This digital image contains verified metadata that describes your qualifications and the process required to earn them. Learn more about Credly below.

If I complete the Workday Basics Series, does it apply to a Workday Pro or consulting certification?

Not at this time. While the Workday Basics Series can set you up for success, both the Workday Pro and consulting certifications exceed what learners will complete in this training program.

Can I provide feedback on the content?

Yes. Learners can provide feedback directly through the course at the end of the training.

What are the technology requirements?

Browsers Requirements

Coursera supports the latest versions of the following browsers:

- Google Chrome (recommended)
- Mozilla Firefox
- Safari
- Microsoft Edge

To update your browser, visit browsehappy.com. We also provide additional browser requirements for learners in our Learner Help Center.

CREDLY

What is Credly?

Credly is the end-to-end solution for issuing and managing digital credentials. Credly works with credible organizations to provide digital credentials to individuals worldwide.

How is my achievement displayed as a badge?

We have partnered with Credly to translate the learning outcomes you have demonstrated into a badge, issued and managed through the company digital badging platform. The technology Credly uses is based on the Open Badge Standards maintained by 1EdTech (formerly IMS Global). This enables you to manage, share, and verify your competencies digitally.

What are the benefits of a badge?

Representing your skills as a badge allows you to share your abilities online in a way that is simple, trusted, and easily verifiable in real time. Badges



provide employers and peers with concrete evidence of what you had to do to earn your credential and what you are now capable of. Credly also offers labor market insights based on your skills. You can search and apply for job opportunities directly through Credly.

How will I know if I've earned a badge?

Learners who have purchased the course to earn a certificate are eligible for a badge once they have completed both Workday Basics and Workday Beyond Basics.

You will receive an email notification from Credly (admin@credly.com) with instructions for claiming your badge and setting up your account. Badges are verified and issued weekly so it may take up to 7 days from the time you complete both courses.

How can I enhance my Credly profile and increase visibility for future employers to connect with me?

Post your achievement on LinkedIn. Update profile settings, under privacy and security. Adjust these settings to control where you and your badges can be discovered. Turn on the following based on your preferences:

- Allow my profile to be publicly visible
- Allow users to contact me using my public profile
- Allow my profile to be included in searchable directories
- This enables Workday customers and partners to connect with you based on the skills and digital credential you've earned through the [Learn with Workday Talent Directory](#).

Also, update career preferences. Turn on the following based on your preferences:

- I'm interested in being contacted about job opportunities.
- Enter in your LinkedIn URL (so it will be visible and linked in the [Learn with Workday Talent Directory](#)).

Please reference this [learner guide](#) for further information.

What if I don't want my badge to be public?

You can easily configure your privacy settings in Credly. You are in complete control of the information about yourself that is made public.

Is there a fee to use Credly?

No. This is a service included in the purchase of the course.

What's to keep someone else from copying my badge and using it?

While badges are digital image files, they are uniquely linked to data hosted on Credly. This link to verified data makes them more reliable and secure than a paper-based certificate. It also eliminates the possibility of anyone claiming your credential and your associated identity.

Where and how can I share my badge through Credly?

You can share your badge directly from Credly to LinkedIn, Twitter, and Facebook; over email; embedded in a website; or in your email signature. Share on your profile in LinkedIn and post to highlight your achievement to current and future employers.

Can I export badges issued through Credly to other badge-storing platforms?

Yes, you can download your badge from the Share Badge page. Your downloaded badge contains Open Badge Infrastructure (OBI)-compliant metadata embedded into the image. This allows you to store your badge on other OBI-compliant badge sites, such as the Badge Backpack.

Can I import badges issued from other platforms into Credly?

No, not at this time.

I have another question about Credly. Where can I find support?

You can find tutorials and answers to additional questions at support.credly.com

Additional Credly Resources

- [How to Accept and Manage Your Digital Badge](#) (Video)
- [How to Accept Your Badge](#) (Video)
- [How to Print a Certificate](#)

MORE INFORMATION

If you have additional questions, visit the [Learn with Workday](#) site or contact us at learnwithworkday@workday.com.