

# Workday Pro Enrollment Steps

## How to Enroll in Workday Pro

To enroll in Workday Pro and register for the required courses please follow the steps below carefully.



If you encounter any issues along the way that your Training Coordinator cannot resolve please ask your Training Coordinator to raise a Workday Pro case.

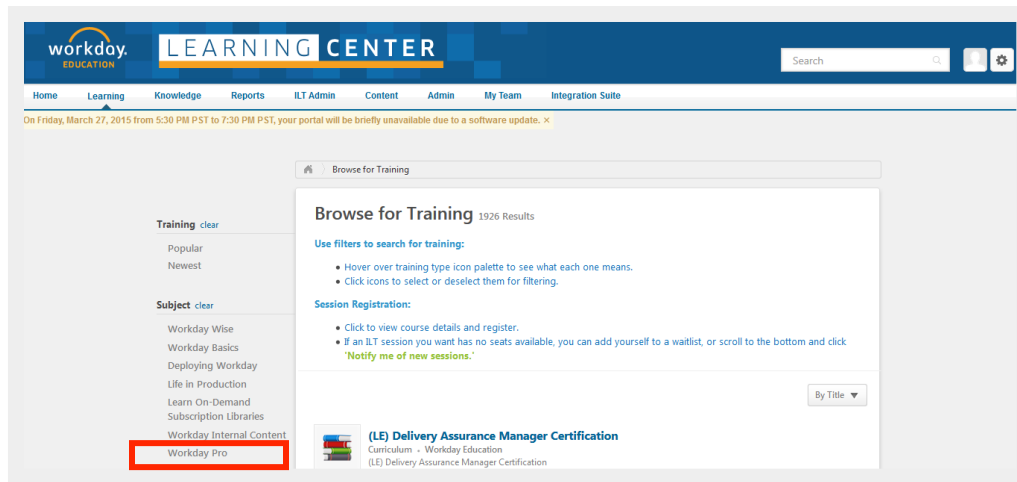
**Note for Training Coordinators:** If your organization has identified individuals to participate in Workday Pro you can assign the relevant Workday Pro track to those individuals. When those individuals log into the Learning Center the Workday Pro track will be active on their transcript.

1. **Individual:** Log into the Learning Center.
2. **Individual:** Click 'Browse for Training'.

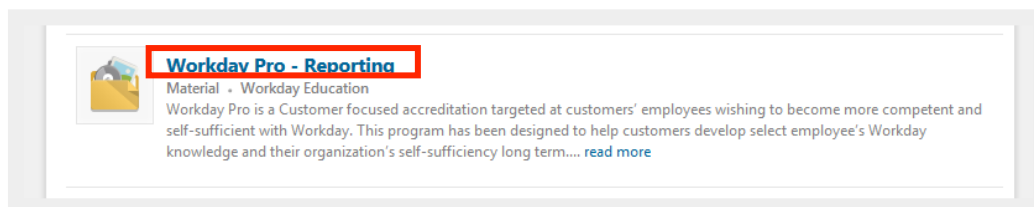


# Workday Pro Enrollment Steps

3. **Individual:** Click 'Workday Pro' in the 'Subject' box.



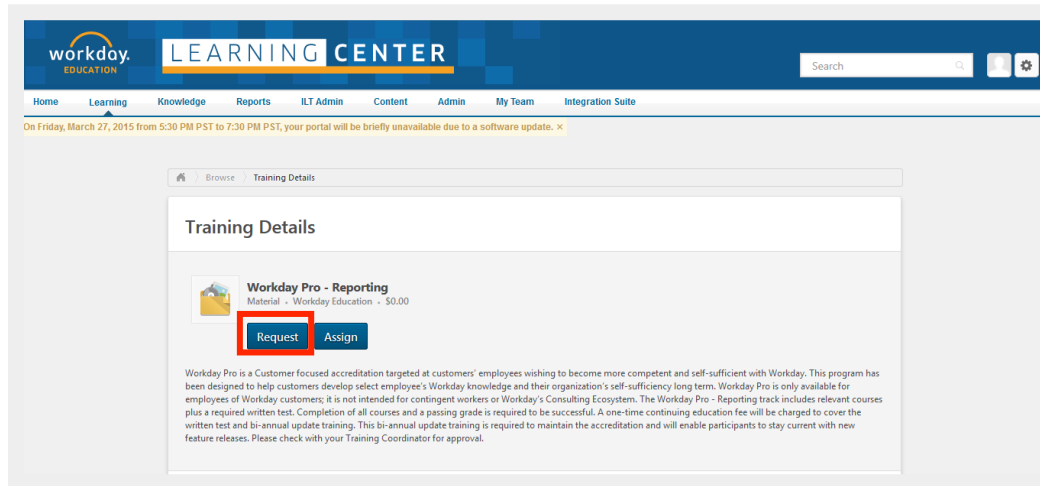
4. **Individual:** Click on the Workday Pro track that you would like to register for. For example: 'Workday Pro – Reporting'.



# Workday Pro Enrollment Steps

## 5. Individual: Click 'Request'.

Note: This will prompt an email notification to go to your Training Coordinator which will include the terms of service associated with the program.



## 6. Training Coordinators: Log into the Learning Center and 'Approve' the request.

Note: By approving the individuals request to participate you will be agreeing to the terms of service associated with the program.

# Workday Pro Enrollment Steps

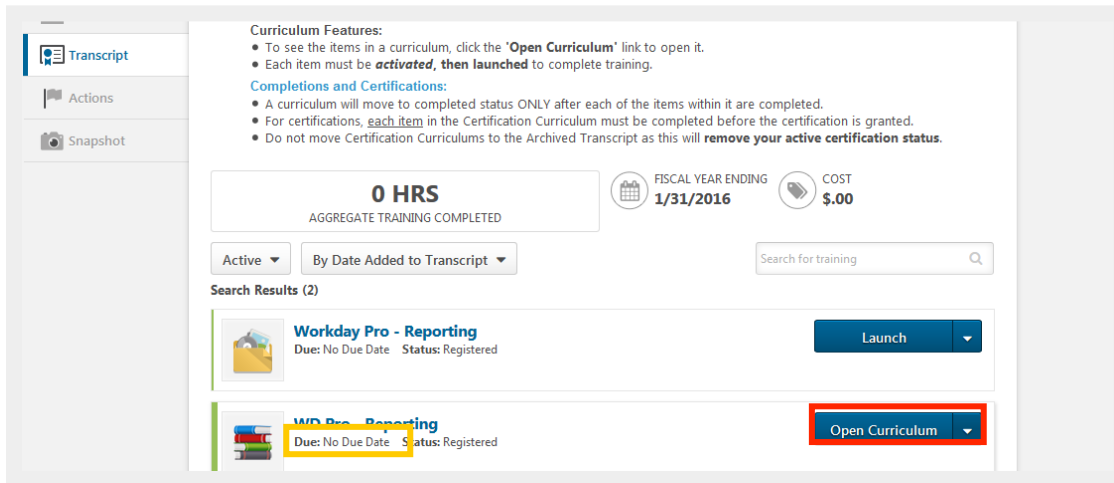
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- 7. Individual:** Within 24 hours of your Training Coordinators approval Workday Pro will be active on your transcript. To view your transcript:
- Log into the Learning Center
  - Click 'Learning'
  - Click 'View Your Transcript'



# Workday Pro Enrollment Steps

8. **Individual:** Click 'Open the Curriculum' to reveal the overall structure of the curriculum.
  - a. If any courses in the Workday Pro track have been completed prior to registration in the program they will be marked 'complete' on your transcript.
  - b. For all remaining courses in Workday Pro track you need to click 'request' to participate in the required course(s).
  - c. The checkout process will need to be completed for each course you request to participate in.



9. **Individual:** Complete the required course(s).

Note: You will be given four months to complete all components of a Workday Pro track. \*Your **due date** will be four months after the date in which you registered.

10. **Individual:** Upon completion of the final course in the Workday Pro track the written test will become available on your transcript.

# Workday Pro Enrollment Steps

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## **11. Individual:** Complete the written test.

- a. If you pass the written test your transcript will show you have passed and that you are accredited in Workday Pro – Reporting for example.
- b. If you fail the written test your transcript will show they have failed the written test. You must complete the following next steps to re-take the written test:
  - i. Contact your Training Coordinator to inform them that you have not passed the written test.
  - ii. Your Training Coordinator will need to submit a training services care case to request a second written test for you (Note: each test will receive a one training unit equivalent charge (\$650)).
  - iii. Once your case has been processed and approved you will be able to log into the Workday Learning Center and completes the written test again.