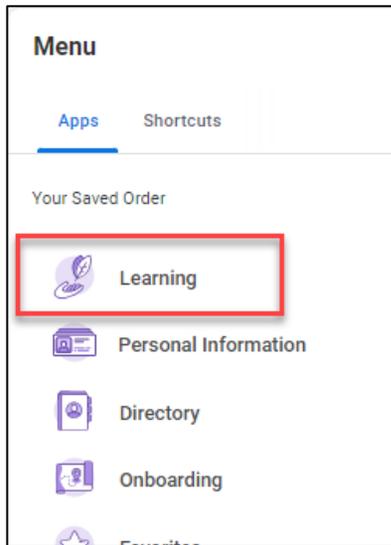


Overview

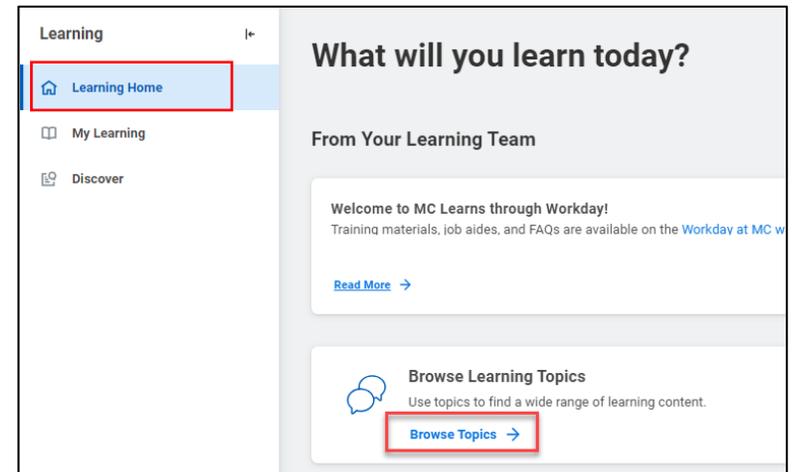
Use this job aid as a resource to enroll your team in courses.

Enroll One or More Employees as a Manager

1. **Login to Workday.**
2. On the **Home** screen, click the **≡ MENU** from the left top side of the page.
3. Click **Learning** from the Apps list.



4. Select **Learning Home**, click **Browse Topics** under the Browse Learning Topics section.



5. Click on the appropriate topic box to navigate to the courses.
6. Use the **Search** field and enter the name of the course you are looking for or use the filters to narrow your search.

Enroll Your Team in Learning Courses

Workday Job Aid for Managers

Current Search Save

Clear All

Access Type

- Requires Enrollment (7409)
- On Demand (8)

Contact Hours Earned

- Contact Hours (31)

Content Provider

Course Offering Locations

Topic

Type

- Digital Course (7367)
- Blended Course (33)
- Program (11)
- Lesson (6)

7. Select the **course** and then click **Enroll My Team**.

Interested in your team doing this course?

 **Enroll My Team**

8. Check the **Select Offering** box. Click **OK**.

9. Click **Yes** or **No** to **Assign as Required Learning**.

10. Then click the **checkbox** next to the employee(s) you would like to enroll.

Note: Click the **checkbox** to select everyone on your team who is eligible, or use the individual **checkboxes** to select individual employees.

11. Click **Submit** and then **Done**.

Note: The employee(s) you enrolled will receive a notification in their Workday Inbox unless they are enrolled in external content such as LinkedIn Learning.