

Enroll in a course

This job aid helps users view and enroll in developmental or compliance training courses or LinkedIn Learning courses via Workday Learning. This job aid is not for academic courses as part of a degree program.

Note: Managers and learning administrators can enroll employees in Workday Learning courses. This job aid focuses on self-enrollment only.

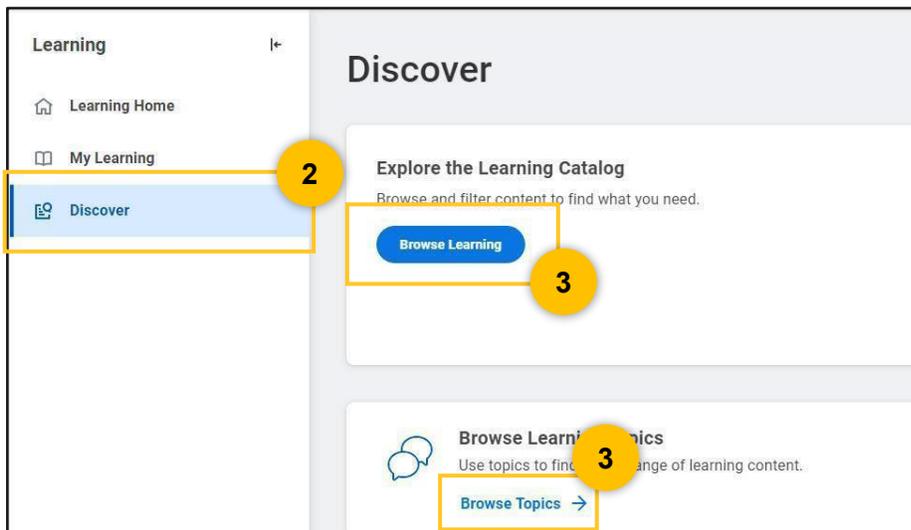
Initiators: All employees

Approvers: n/a

Start

Complete the following steps to enroll in a course:

1. Select **Learning** from your available apps.
2. Select **Discover** in the Learning navigation pane.
3. Select **Browse Learning** or **Browse Topics** to find a course — this example uses **Explore the Learning Catalog**.



4. Browse for a course on the content page or by using the search bar.

Note: Use filters in the **Current Search** section to limit your search.

Browse Learning Content 4

Leadership Search

> Saved Searches

Current Search

Save Clear All

Access Type

On Demand (13)

Content Provider

LinkedIn Learning (2765)

Internal (13)

Topic

Type

LWD's Mastering Leadership Overview
Mastering Leadership, offered by Leadership and Workforce Development, is our signature leadership development program for experienced leaders across the university. Learn wha ...
☆☆☆☆(0) • 0 views • 0 comments

ASU Leadership Network: Live Events
The ASU Leadership Network provides online resources to support faculty and staff leaders at every level including live events and webinars. ...
☆☆☆☆(0) • 1 lesson • 0 enrolled

ASU PM Network All-Member Annual Meeting 2022 - The Heart of Daring Lea...
The first 25 minutes of this recording is an overview of the 2021 PM Network activities and looking forward to 2022. The last hour of the presentation is "The Heart of Daring ...
☆☆☆☆(0) • 1 lesson • 0 enrolled

5. Select the course to open its information page.

Note: Courses with an instructor-led component require enrollment. Continue to step 6 to enroll in an instructor-led course. You are automatically enrolled in ASU-developed and LinkedIn Learning courses. Skip to step 11 to continue the process for those course types.

6. Click **Select Offering**.

EHS Fundamentals Blended 1

This is a blended course for fundamentals.

There is an alternative option for this course. [View Equivalencies](#)

6 **Select Offering**

Lessons in This Course Additional Course Details

Lessons in This Course Completed 0/2

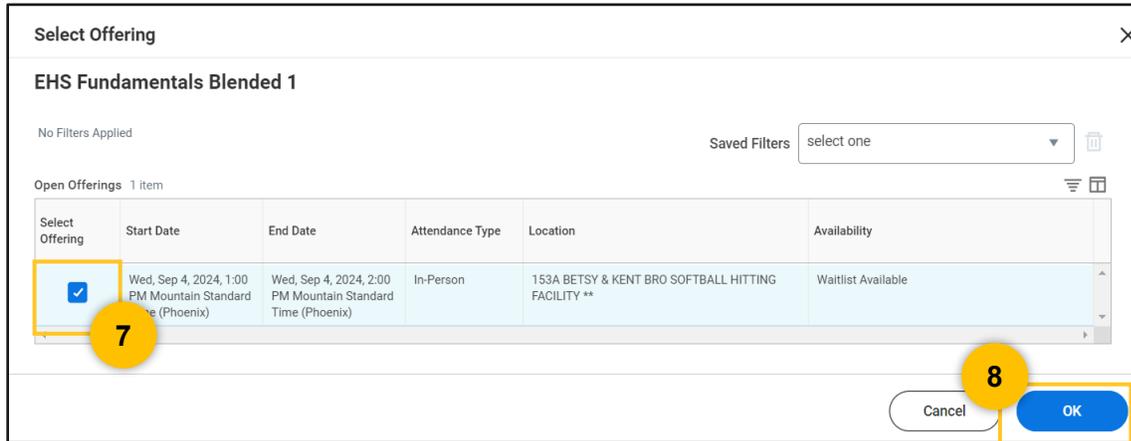
1	EHS Fundamentals In-Person	Classroom
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Lessons 2 Skill Level Intermediate

Delivery Mode Hybrid

7. Select the course offering.

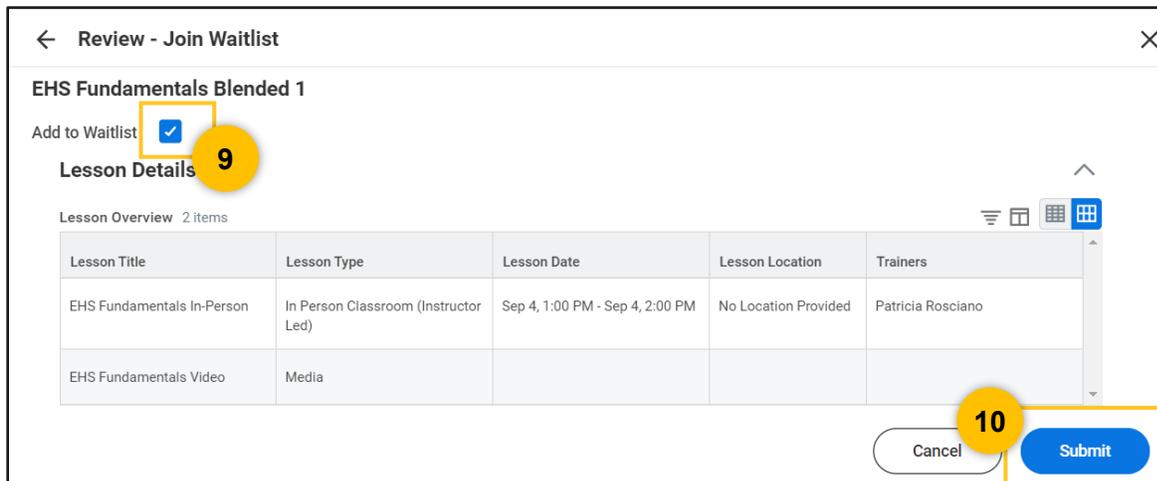
Note: Some courses include a waitlist. Follow the steps below to wait-list yourself.



8. Select **OK**.

9. Select **Add to Waitlist** if you would like to be waitlisted.

10. Select **Submit**.



Note: The process to enroll in instructor-led courses ends at this point. Waitlisted learners are automatically enrolled in the course when a space opens and receive a Workday notification. Continue below to learn how to enroll in ASU-developed or LinkedIn Learning digital courses.

11. Select **Start Content** on the course information page to begin learning.



12. Select **Launch Content** to begin ASU-developed or LinkedIn Learning digital courses.



Next steps

No additional steps are required.