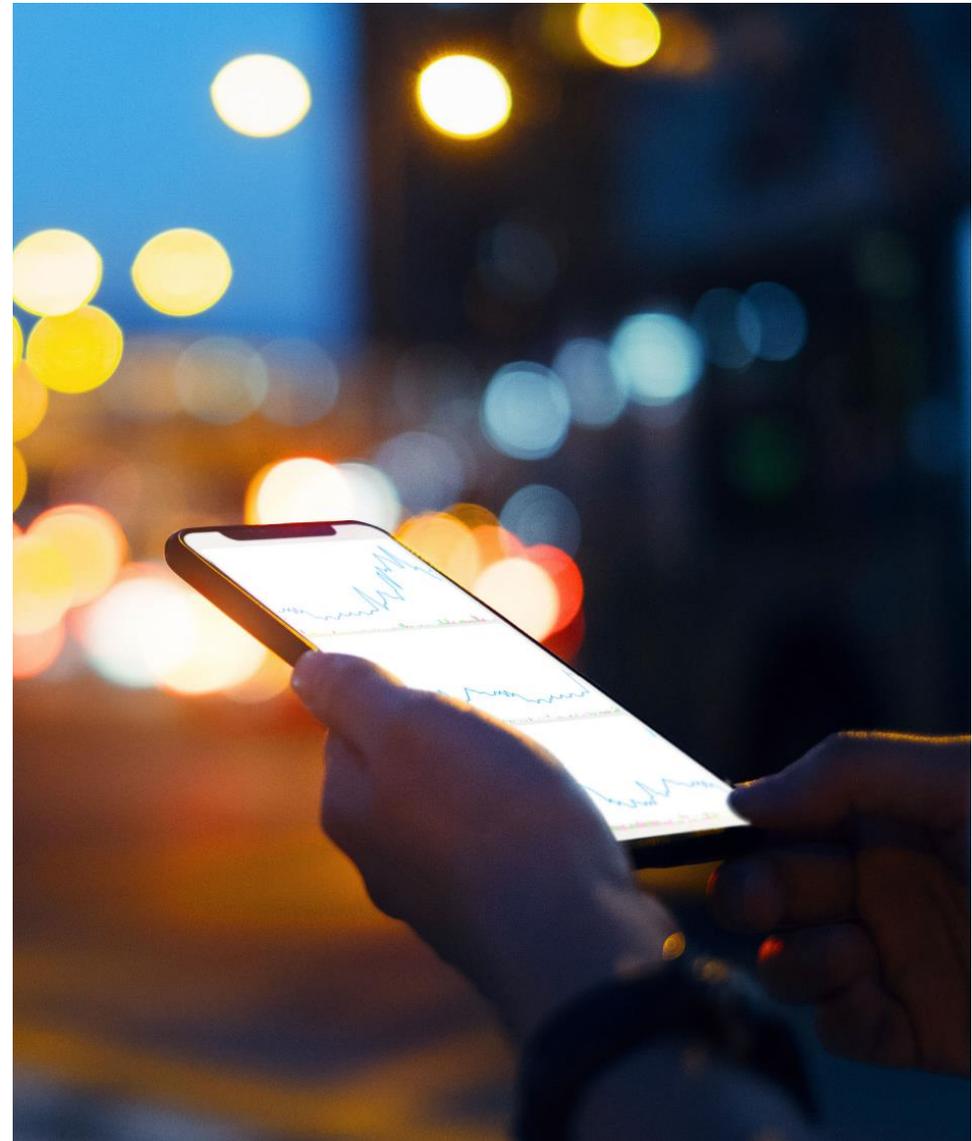




## How to Complete New Hire Training Program in Workday Learning?

**Job Aid**

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1

You have been assigned the New Hire Training-Month 1-G1 in the Ciena Workday Learning system.



Ciena Learning and Development <ciena@myworkday.com>  
To: Sood, Swati

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Mon 4/27/2020 2:25 PM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Hello Swati,

You have been assigned New Hire Training-Month 1-G1 in Workday Learning. The assignment consists of one or more web-based learning modules. Please complete the assignment by 05/27/2020. To access the Program visit your Workday Learning home page and locate the Program under "Required for You". Click on the Program name. Click Begin. Click View Content. The first course is displayed. Scroll down and click Enroll. Then click Submit and click Done.

Then return to the Program and click View Content and select and launch the course you just enrolled in.

Regards,  
Ciena Learning and Development

For technical support or questions please submit a ticket by clicking [here](#) and if possible submit a screenshot of your issue.

[Click Here to view the notification details. \[wd5.myworkday.com\]](#)



This email was intended for [ssood@contractor.ciena.com](mailto:ssood@contractor.ciena.com) · [Manage Preferences \[wd5.myworkday.com\]](#)

1. You will receive an email in your outlook with details on how to access **New Hire Training-Month 1-G1** in Workday Learning. To complete your training, follow the steps from next slide.

**NOTE: You will receive 3 training assignments in total over the next three months to complete.**

Welcome, Swati Sood (95024023)[C]

Announcements  
1 item



Flexible PTO eLearning  
The Flexible Paid Time Off (PTO) eLearning c...

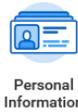
Inbox  
0 items

Applications  
5 items

2



Executive Dashboard



Personal Information



Learning



Learning Admin



My Support Roles

Go to [Workday](#)

2. Click on **Learning** worklet

Learning

How to Search for Learning Content  
...that there are three ways to help you find content in Workday Learning? This article will help you discover our entire library and access over 1,300+ courses/100+ eLearning Programs. Learn...  
View More



Required for You ?

May 27, 2020

New Hire Training-Month 1-G1 (ENG)

★★★★★ (56) 3 items

View More

Recently Added

FAST Refresher Training  
0 views

GlobeSmart Series: Module 5: Giving Feedback Across ...  
1 lesson

GlobeSmart Series: Mo Using the GlobeSmart F  
0

View More

Learn

- Topics
- Browse Learning
- My Library
- More (4)

Progress

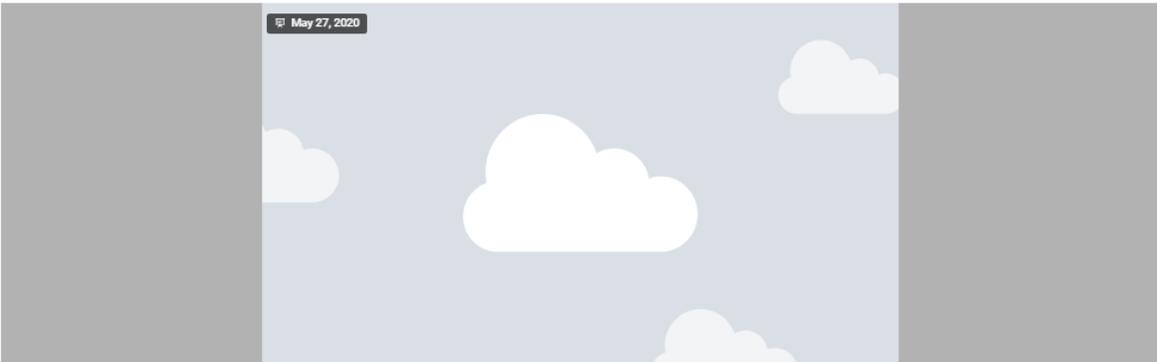
- Required
- In Progress
- Not Started
- More (2)

Create

- Edit Lesson

- Under **Required for You**, click on **New Hire Training-Month 1-G1 (ENG)** to access the program

# View Learning Program



## New Hire Training-Month 1-G1 (ENG)

★★★★★ (56) • 3 items • 880 enrolled

Important You must complete this required learning program on or before May 27, 2020.

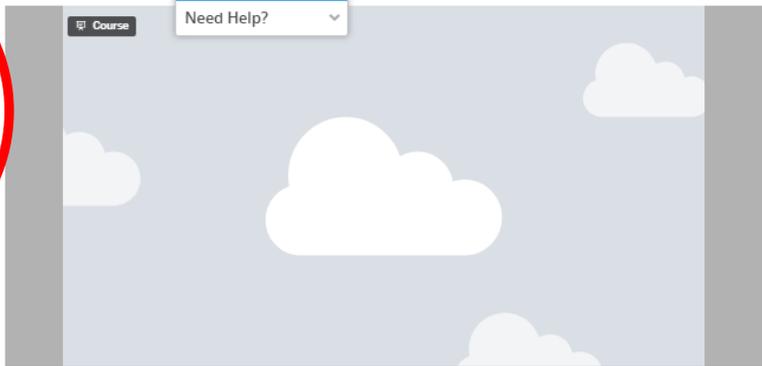
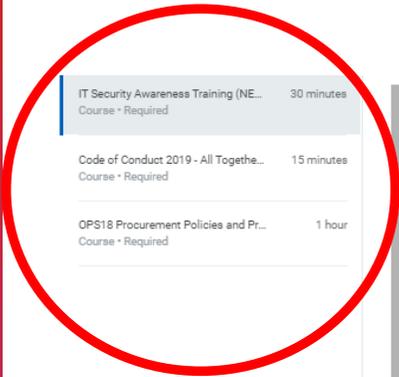
New Hire Training-Month 1-G1 (ENG)

Activity (58)

4

View as Admin View Content Edit Program

### 4. Click View Content



### IT Security Awareness Training (NEW HIRES ONLY)

★★★★★ (85) • 30 minutes • 1536 enrolled

IT Security Awareness Training (NEW HIRES ONLY)

#### Contacts

 Kris Laframboise (17997)  
Contact Person

#### Lessons

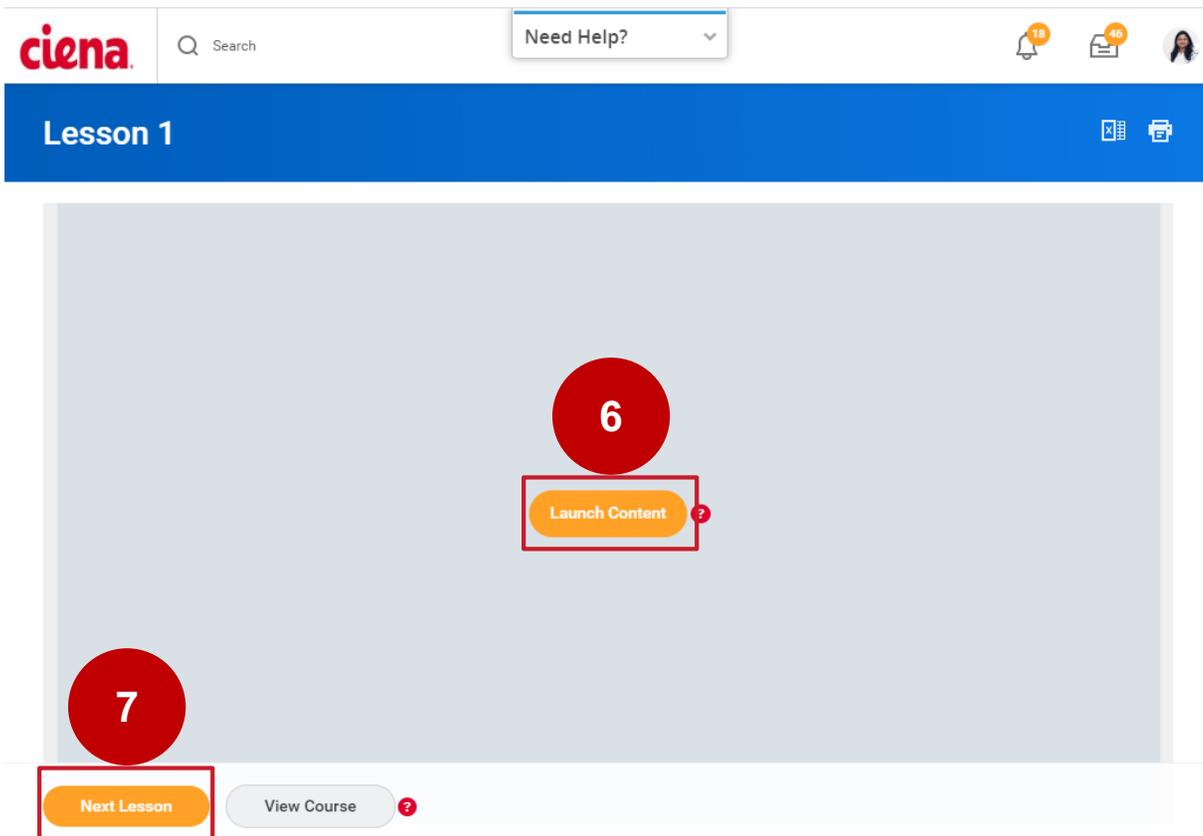
- 1 IT Security Awareness Training (NEW HIRES ONLY)  Content
- 2 IT12 New Hire Training Attestation  Content



**You need to complete all three courses under Lessons found on the left-hand side.** Once you complete a course under each course title it will change from 'Required' to 'Completed'.

### 5. Click **Begin**

Note: You must allow pop ups, also Chrome is the optimal browser to use.



6. Click **Launch Content** to begin lesson 1

Note: you will be redirected to this screen, once you complete lesson 1, then

7. Click **Next Lesson** to complete lesson 2

8

Launch Content ?

View Course ?

8. Click **Launch Content** to begin lesson 2

**Note: Repeat steps to complete remaining below two courses in the program (if not completed before)**

- Code of Conduct 2019 - All Together Now!
- OPS18 Procurement Policies and Procedures Overview (English)

If you experience any technical issues, please contact:

[support@cienalearning.Freshdesk.com](mailto:support@cienalearning.Freshdesk.com)



**ciena**

**Thank You**