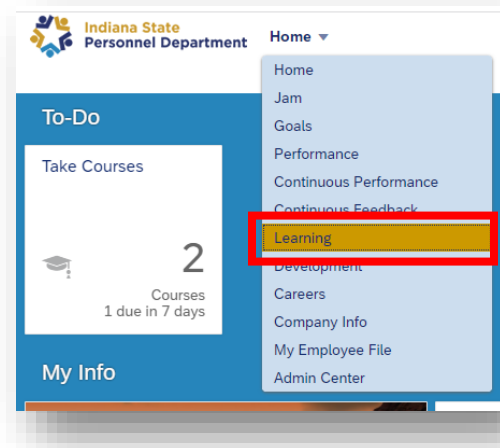




To access any course, please log into SAP SuccessFactors (for help logging in, please see the [SAP SuccessFactors Learning Management System User Login Guide](#)).

Please note: Google Chrome is the preferred web browser, and some computer-based trainings will not mark complete unless it is executed through Google Chrome.

1. Navigate to the learning section of SuccessFactors by selecting **Learning** from the dropdown menu at the top of the page.



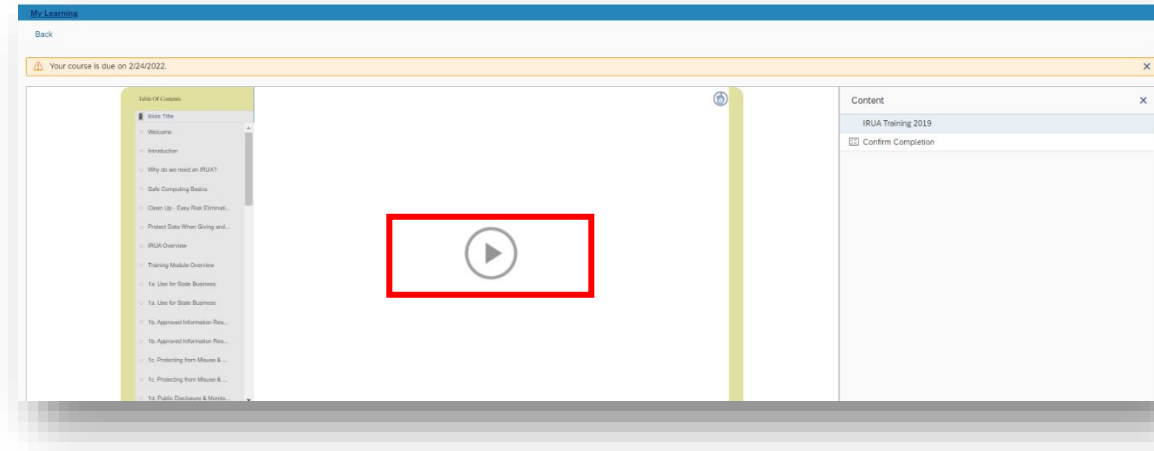
2. On your **My Learning Assignments** you will see courses assigned to you.
3. To Launch the course, you can select Start Course located on the upper right corner or can you select the course title/link to navigate to the launch page.



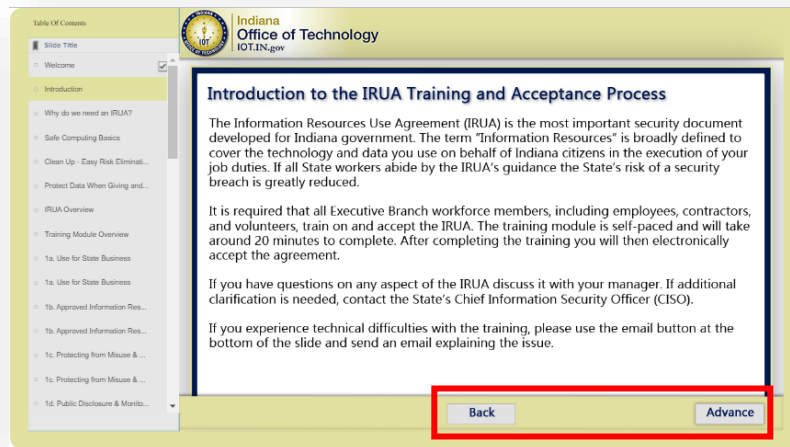
For questions about the content of this document, please contact the INSPD Learning & Development division, spdtraining@spd.in.gov.



Once the page loads, you can see the Play Button towards the middle of the page:



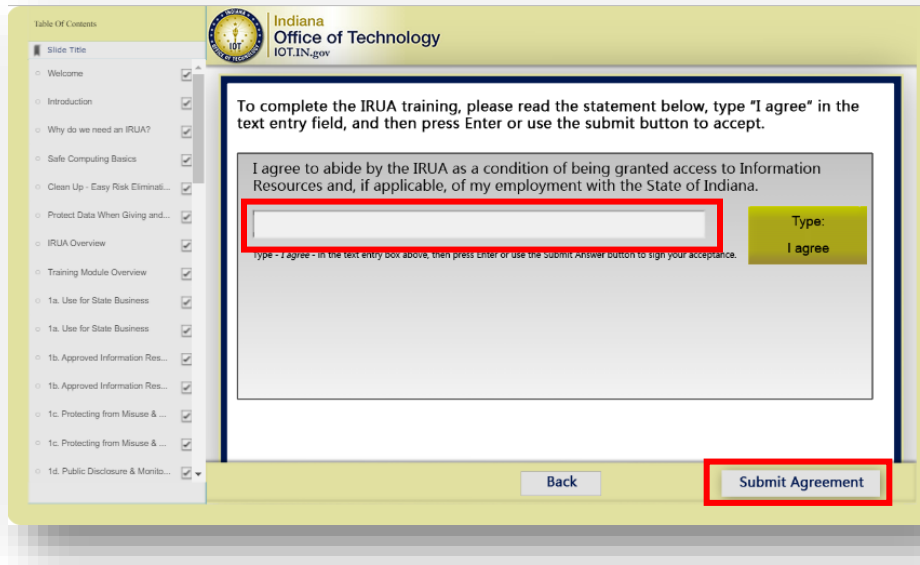
4. To advance slides, use the Advance/Back buttons at the bottom of the page.



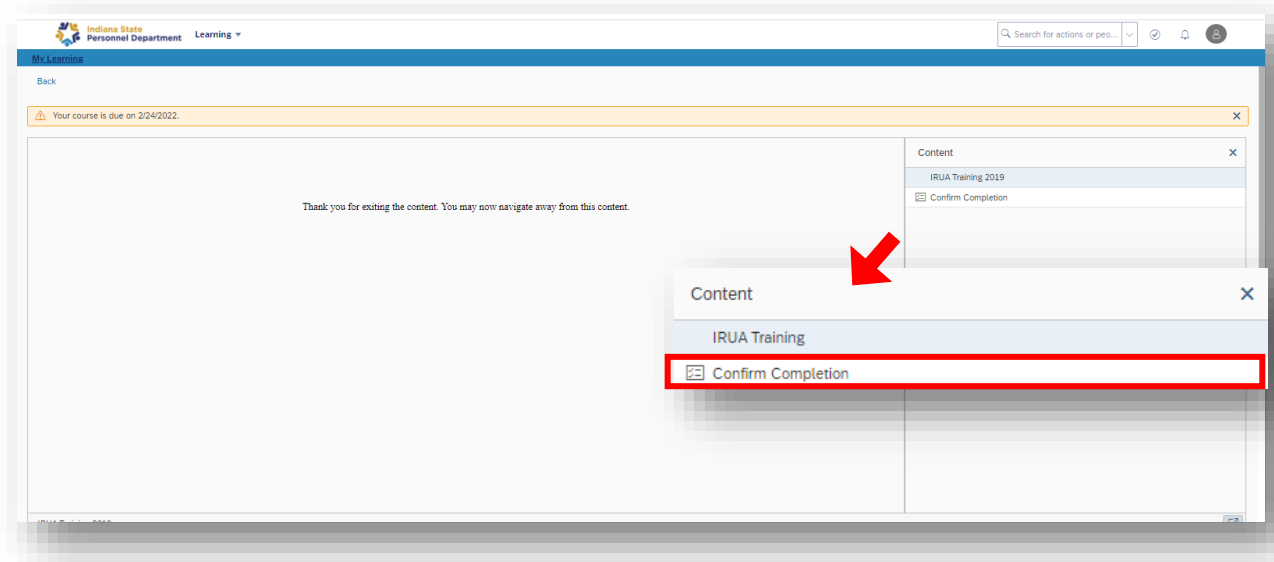
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5. Towards the end of the training, you will need to agree to the statement by typing "I agree" then submit the agreement.



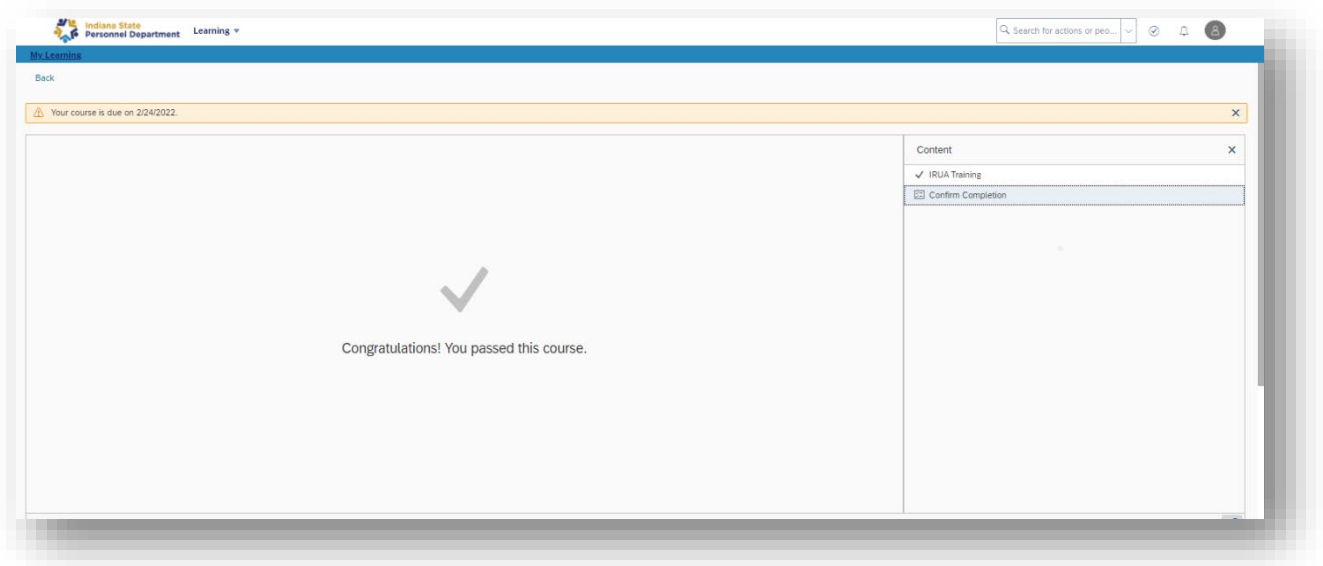
6. Once you get to the end of the training, please remember to select Confirm Completion in the right-hand window:



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If completed in Google Chrome, you should next see this screen of congratulations:



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spdtraining@spd.in.gov.