Indiana State
Personnel Department

Welcome to the State of Indiana's SuccessFactors Learning Management System
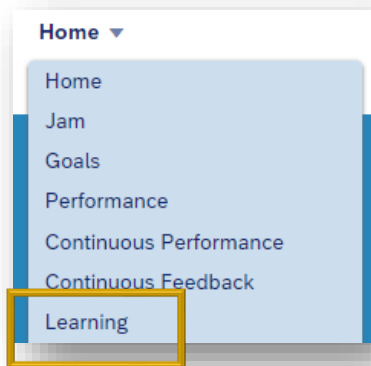
This guide will walk you through how to Review Content in SuccessFactors Learning.

1. All employees will need to log in to SuccessFactors using this link:
   https://successfactors.in.gov/saml2/idp/sso?sp=https://www.successfactors.com/indianaoff
2. Follow the prompts on the login screen to log in to your SuccessFactors platform. **Please see the following pages for additional guidance.**
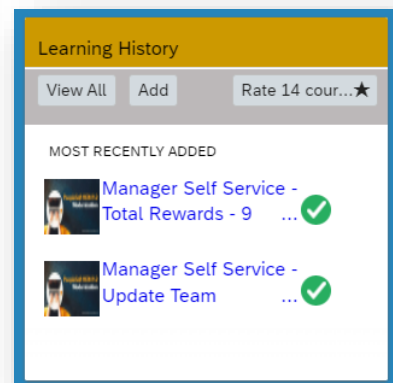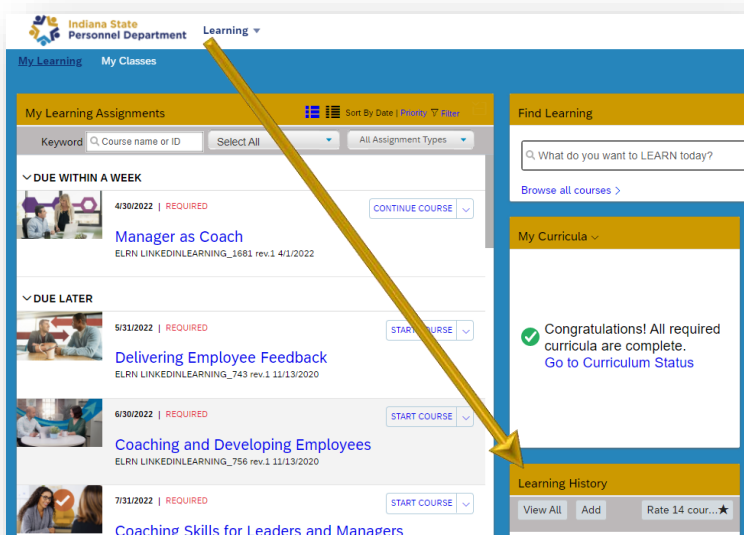
Once you are logged in, click the "Home" dropdown found in the top navigation on the home screen, and select "Learning" to access the SuccessFactors My Learning Assignments page.

To review any course content once it is complete, follow the navigation below.

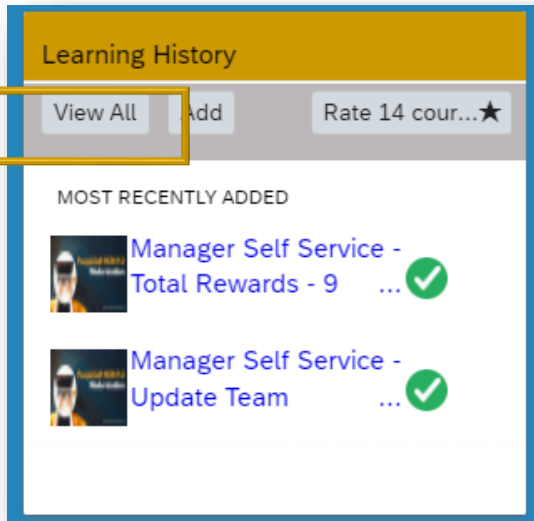From the drop-down menu, select Learning:

Locate the Learning History tile, which can be found along the right-hand side, below Find Learning and My Curricula tiles.
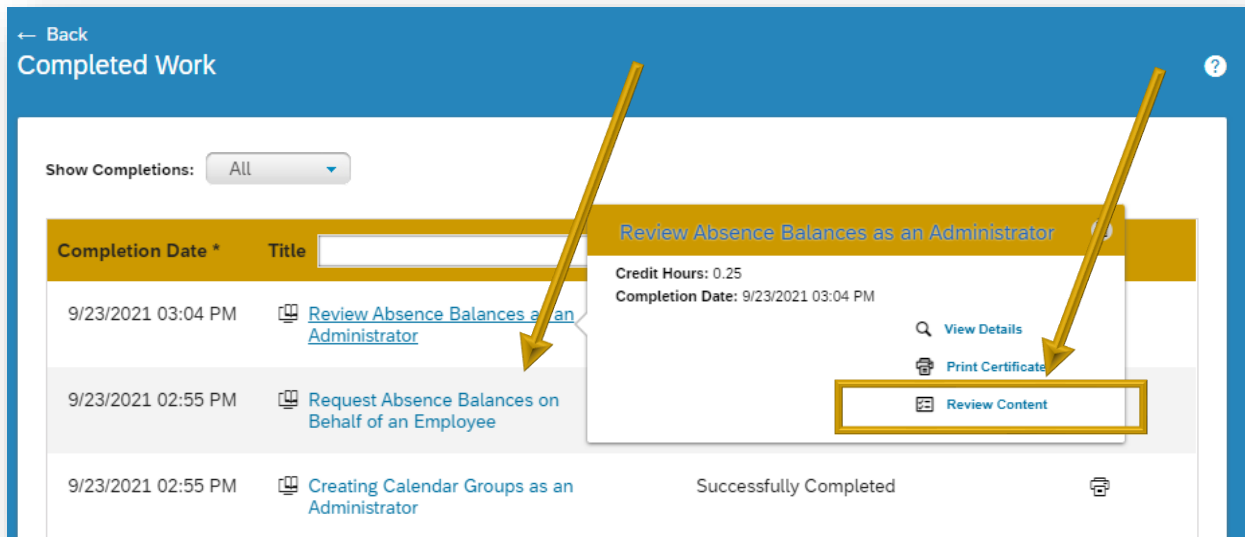
From the Learning History tile on your My Learning Assignments page, click the View All link.
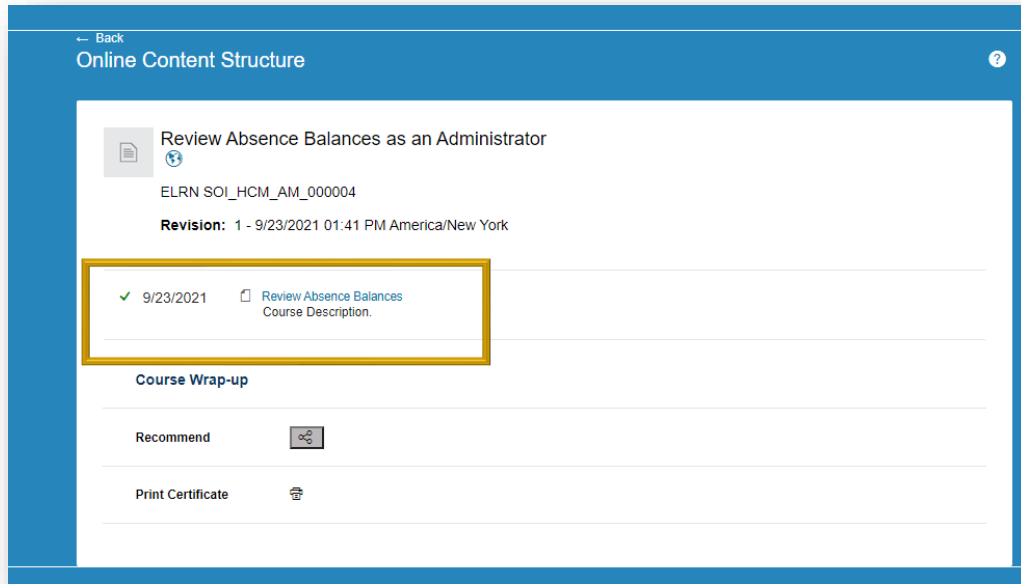
Learning History

View All Add Rate 14 cour...★

MOST RECENTLY ADDED

Manager Self Service -
Total Rewards - 9 ...✓

Manager Self Service -
Update Team ...✓

Next locate the Item title you want to review and hover over the title with your mouse until you see this pop-up box and click Review Content.

← Back
Completed Work

Show Completions: All ▾

Completion Date *	Title
9/23/2021 03:04 PM	📖 Review Absence Balances as an Administrator
9/23/2021 02:55 PM	📖 Request Absence Balances on Behalf of an Employee
9/23/2021 02:55 PM	📖 Creating Calendar Groups as an Administrator Successfully Completed 🖨

Review Absence Balances as an Administrator

Credit Hours: 0.25
Completion Date: 9/23/2021 03:04 PM

🔍 View Details
🖨 Print Certificate
📇 Review Content

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This will take you to the Online Content Structure page. Here click on the module title and the training will pop-up in a new window *see last screen shot below*. Next click the arrow to relaunch the content.

Remember to select the Play button to re-start the course.

If asked to Resume where you left off, select No to be taken back to the beginning of the course.