**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.

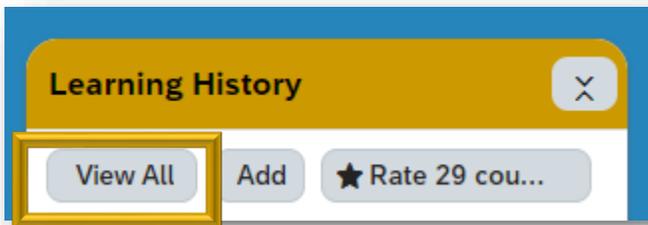To review any course content once it is complete, follow the navigation below.

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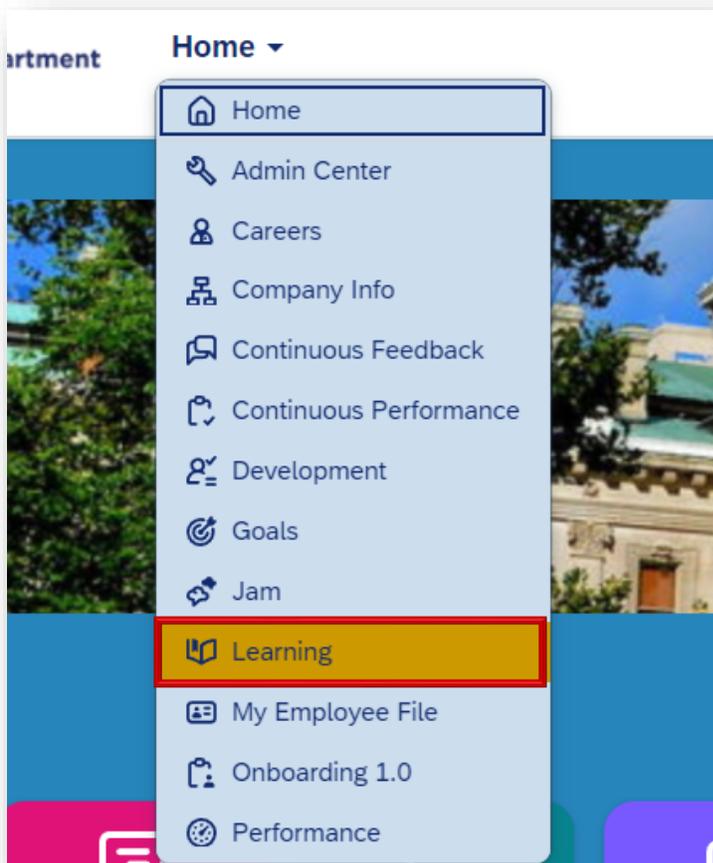
Locate the Learning History tile, which can be found along the right-hand side, sometimes below Find Learning and My Curricula tiles.
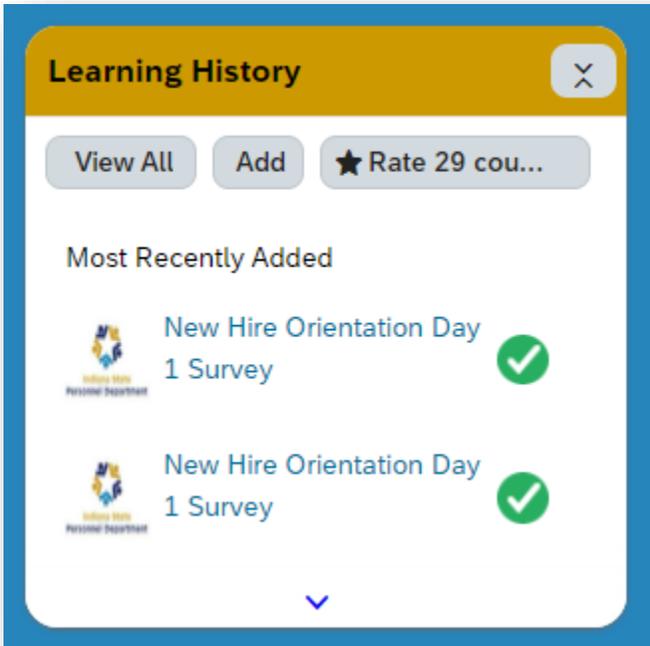
From the Learning History tile on your My Learning Assignments page, click the View All link.

Next locate the Item title you want to review and select the Review Icon:

Completed Activities (457)

Title	Completion Date	Type	Credit Hours	Status	Rating	Act	
New Hire Orientation Day 1 Survey	6/26/2024 03:12 PM	Required		Successfully Completed			>
New Hire Orientation Day 1 Survey	6/26/2024 01:18 PM	Required		Successfully Completed			>
Working with Difficult People	6/21/2024 01:14 PM	Other	0.83	Successfully Completed			>
EXAMPLE	6/20/2024 12:33 PM	Other					>

You may be asked if you wish to launch the content again – if you do, select Launch:
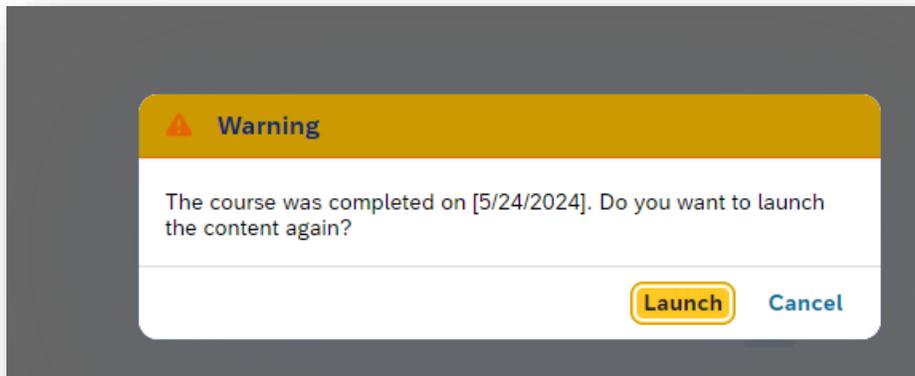
If asked to Resume where you left off, select No or Restart to be taken back to the beginning of the course.