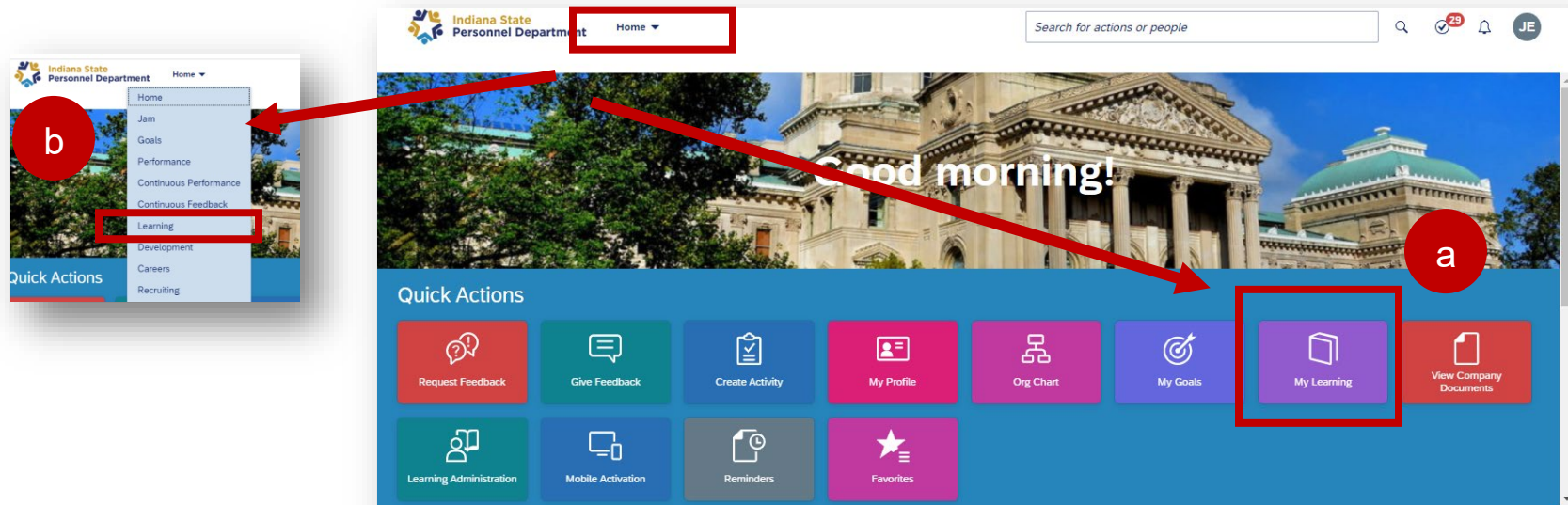


## Navigating Computer-Based Training in SuccessFactors Learning

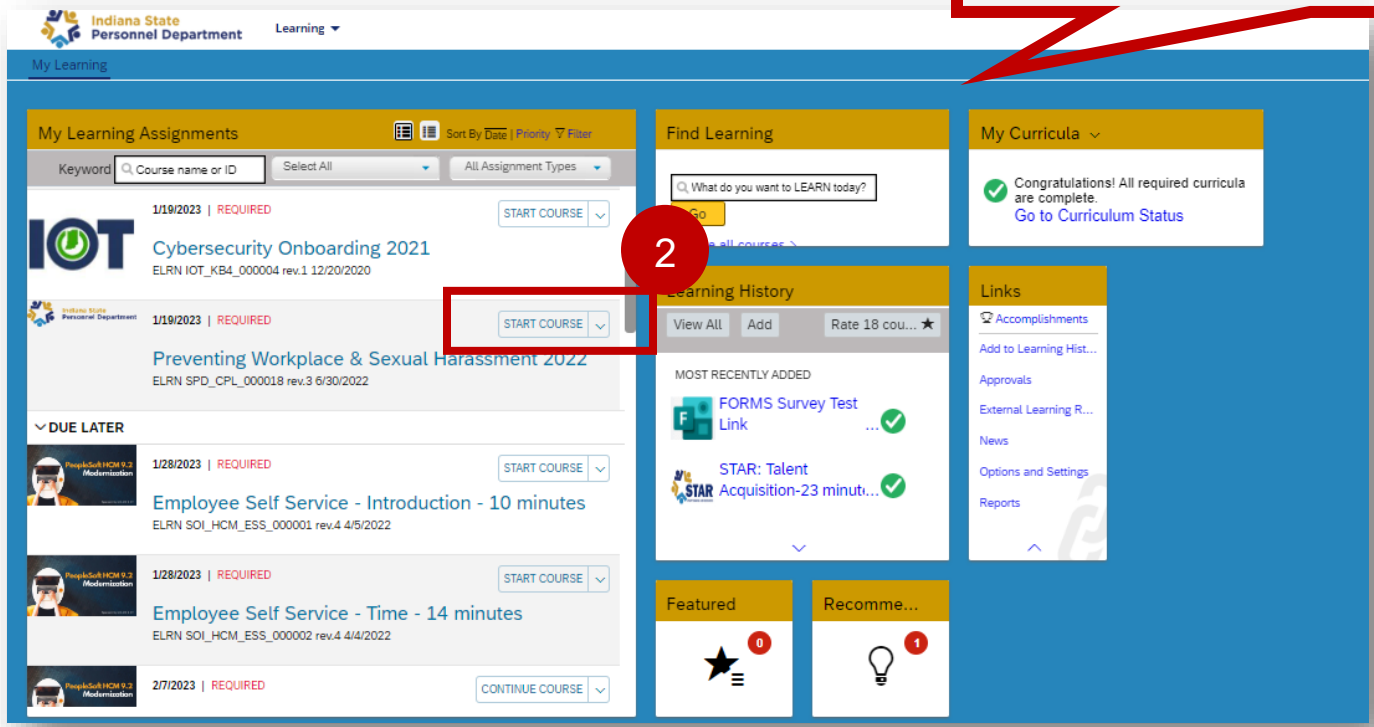
This guide is for **SOI/State of Indiana** employees and new hires *who are assigned and required* to complete **computer based trainings** in **SuccessFactors Learning**. System navigation is provided for the learners by following the steps below. For a guide on how to login to SuccessFactors please select the link here: <https://www.in.gov/spd/trainingopportunities/files/SAP-SuccessFactors-Learning-Management-System-User-Login-Guide.pdf>

1. Once logged into **SuccessFactors** they have **two ways** to access their Learning courses:
  - a. From the SuccessFactors **Home Page** select the **My Learning Tile**
  - b. By selecting **Learning** from the Drop Down at the top on the **Home Page**



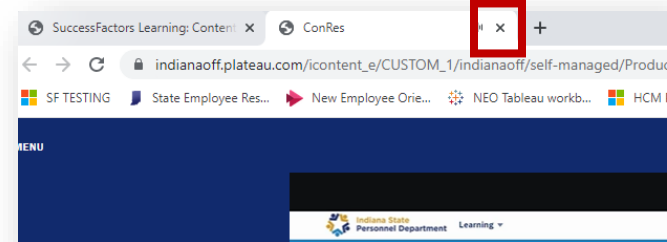
- Once on the **My Learning** page, click **Start Course** for the training desired. Proceed to **step 7** at the end of the guide if you would like to **relaunch a course from your Learning History**.

Your **My Learning Page** layout may look different. You may expand the tiles and drag and drop-in other locations on this page.

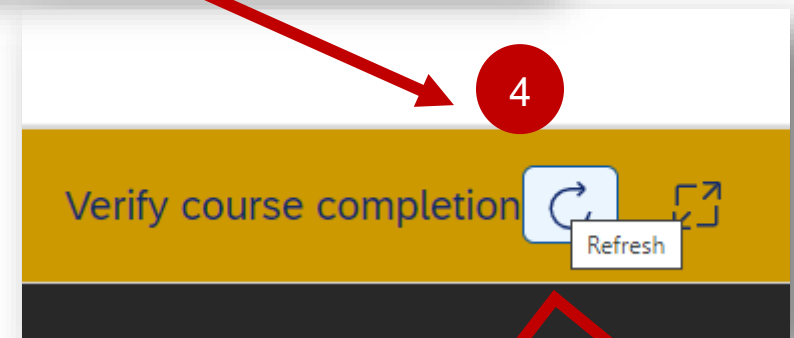
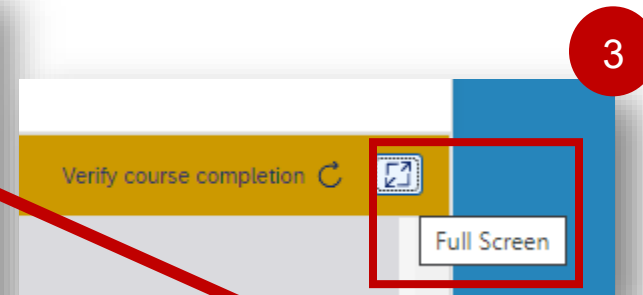
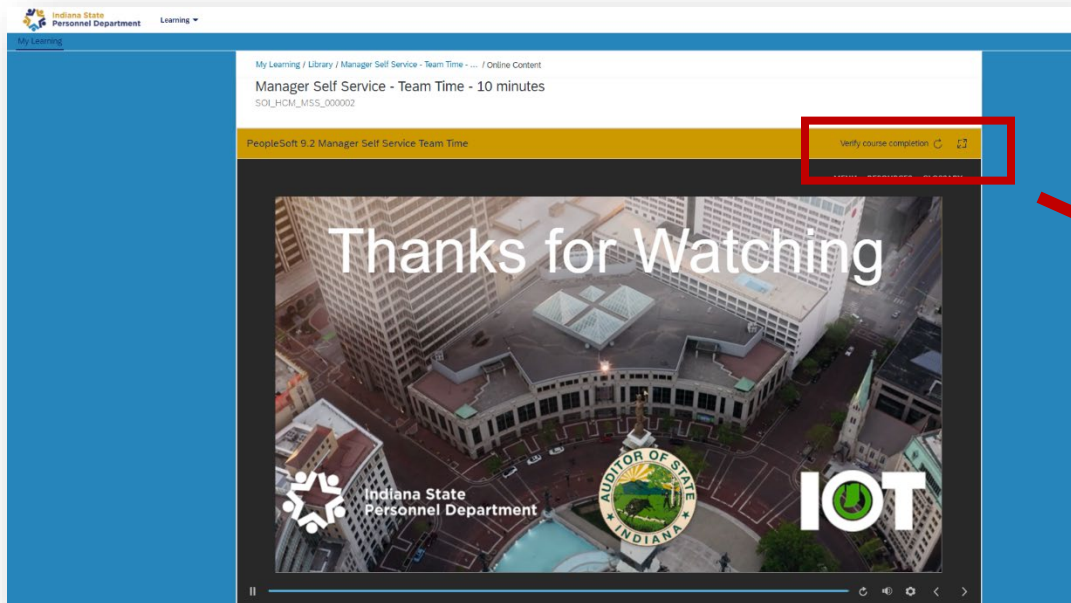


## Navigating Computer-Based Training in SuccessFactors Learning

**Please Note:** All SOI required computer based trainings are **set to launch in the same window** within the Learning Module and following step 4 will mark the course complete once the content has been finished. *Other agency specific training may be set to launch in a new browser window. If the content populates in a new browser window, once the course is complete, close the tab with the training title first as shown here and then follow the completion steps below.*



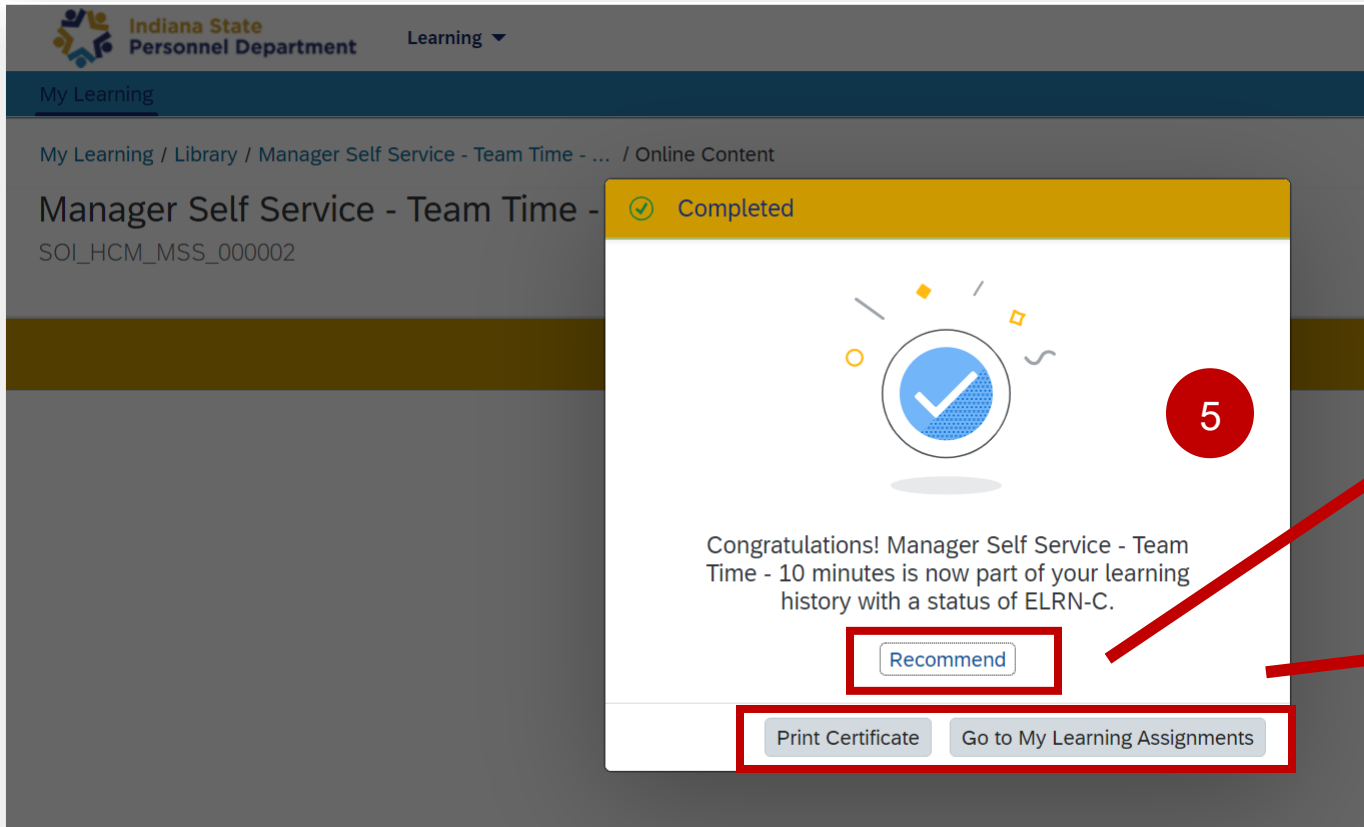
3. Select a **full-screen icon** to enlarge the content.
4. Once the learner has completed the content, the learner will select the **Refresh button**, to the right of the text **Verify Course Completion** to record their completion status. If the learner hovers over this icon, the text box says **“Refresh.”** This will refresh the learner’s completion status for the course.



The **Refresh button** will *refresh* the learner’s completion status for the course.

## Navigating Computer-Based Training in SuccessFactors Learning

- Once a computer-based training course is marked complete, the system will populate a **Completed** pop-up box where the learner can select a variety of actions.



The screenshot displays the SuccessFactors Learning interface. At the top, the 'Indiana State Personnel Department' logo and 'Learning' dropdown are visible. The main content area shows the course 'Manager Self Service - Team Time' with ID 'SOI\_HCM\_MSS\_000002'. A yellow 'Completed' pop-up box is overlaid on the course content. The pop-up features a blue checkmark icon, a red circle with the number '5', and the text: 'Congratulations! Manager Self Service - Team Time - 10 minutes is now part of your learning history with a status of ELRN-C.' Below the text are three buttons: 'Recommend', 'Print Certificate', and 'Go to My Learning Assignments'. Red boxes highlight the 'Recommend' button and the bottom two buttons. Red arrows point from the 'Recommend' button to the text on the right and from the bottom buttons to the text on the right.

The learner now has the option to **Recommend** the training course to other learners in the system.

The learner now has the option to **Print a Course Completion Certificate** or **Go to My Learning Assignments** to continue launching additional courses.

## Navigating Computer-Based Training in SuccessFactors Learning

If a learner is set-up in SuccessFactors with a state email address they can be **Recommended** an item, program, or curricula.



### Recommend to Others

Search for users to recommend: \*

Type a name in the search bar to start recommending.

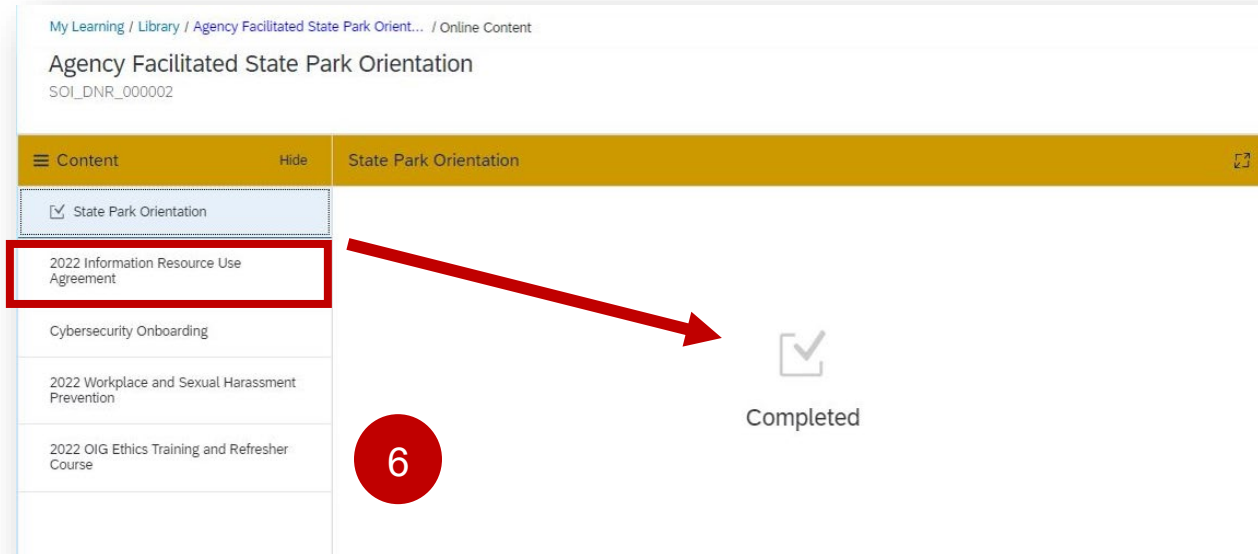
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Enter Comments:

Continued next page

## Navigating Computer-Based Training in SuccessFactors Learning

6. If a learner is completing a **computer-based training** that **contains multiple content topics** to launch (illustrated below on the left side of the screen) the learner will see a **completed icon** populate on the screen at the completion of each content topic.



My Learning / Library / Agency Facilitated State Park Orient... / Online Content

Agency Facilitated State Park Orientation  
SOI\_DNR\_000002

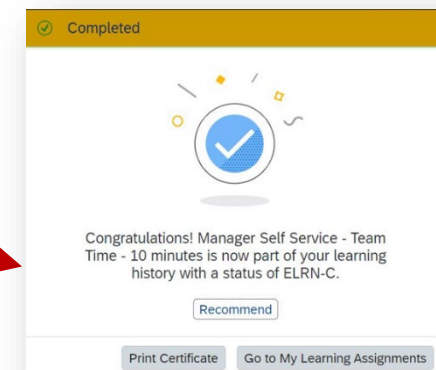
Content	Hide	State Park Orientation
<input checked="" type="checkbox"/> State Park Orientation		
<input type="checkbox"/> 2022 Information Resource Use Agreement		
<input type="checkbox"/> Cybersecurity Onboarding		
<input type="checkbox"/> 2022 Workplace and Sexual Harassment Prevention		
<input type="checkbox"/> 2022 OIG Ethics Training and Refresher Course		

Completed

6

The learner will then proceed to launch the next training topic from the left side of the screen.

Once the learner launches and completes the entire learning track, the learner will then see the **Completed Pop-up box** appear.



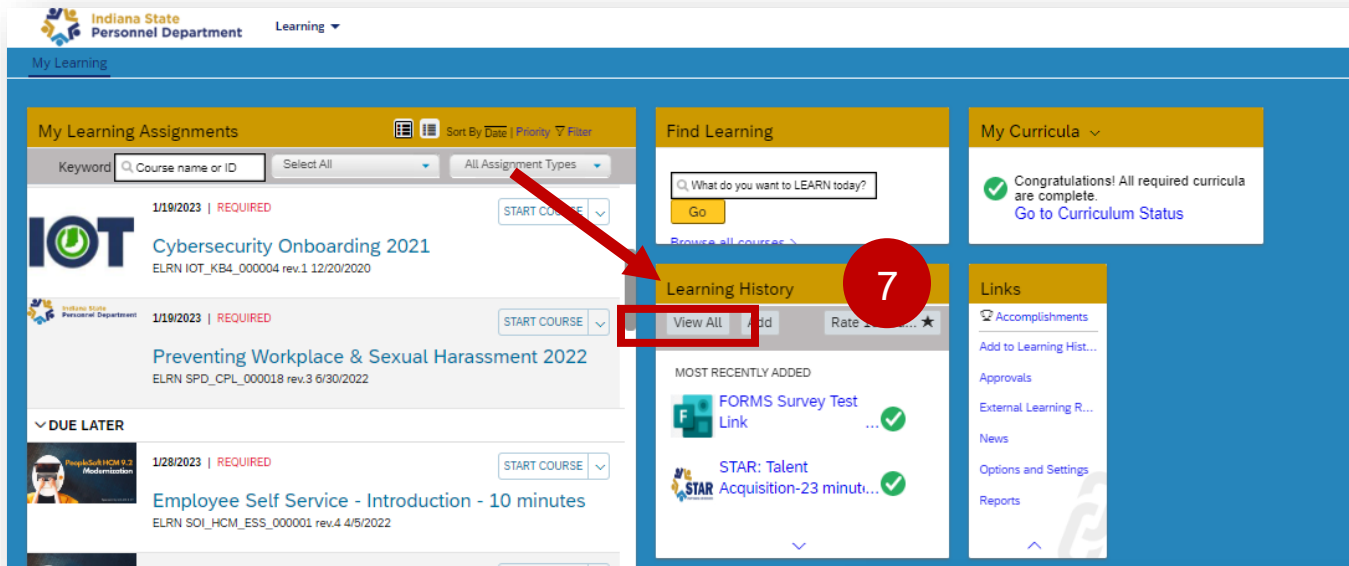
Completed

Congratulations! Manager Self Service - Team Time - 10 minutes is now part of your learning history with a status of ELRN-C.

Recommend

Print Certificate Go to My Learning Assignments

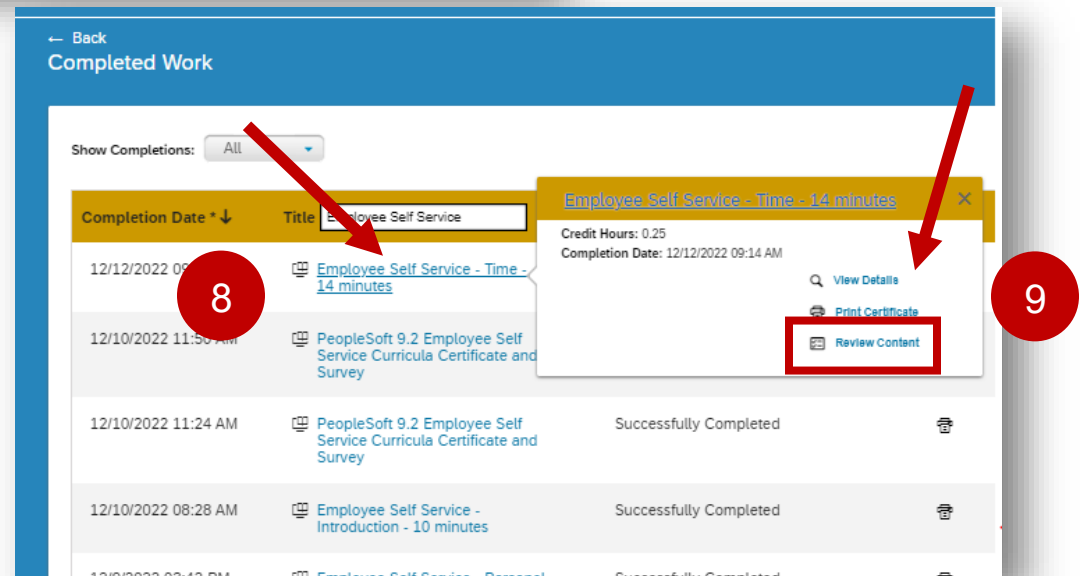
7. To Relaunch course content from the Learning History tile, select the View All link.



The screenshot shows the 'My Learning' dashboard. The 'Learning History' tile is highlighted with a red circle containing the number 7. Within this tile, the 'View All' link is highlighted with a red box. A red arrow points from the 'View All' link to the 'View All' link in the 'My Learning Assignments' section.

8. From the Completed Work section hover over the course title until this box populates.

9. Next select the Review Content Link.



The screenshot shows the 'Completed Work' section. A table lists completed courses. The first row is highlighted, and a pop-up window is open for the course 'Employee Self Service - Time - 14 minutes'. The 'Review Content' link in the pop-up window is highlighted with a red box. A red circle containing the number 8 is placed over the first row of the table, and a red circle containing the number 9 is placed over the 'Review Content' link.

Completion Date	Title	Status
12/12/2022 09:14 AM	Employee Self Service - Time - 14 minutes	Successfully Completed
12/10/2022 11:50 AM	PeopleSoft 9.2 Employee Self Service Curricula Certificate and Survey	Successfully Completed
12/10/2022 11:24 AM	PeopleSoft 9.2 Employee Self Service Curricula Certificate and Survey	Successfully Completed
12/10/2022 08:28 AM	Employee Self Service - Introduction - 10 minutes	Successfully Completed
12/10/2022 03:43 PM	Employee Self Service - Personal	Successfully Completed

If you have questions, please contact [SPDTraining@spd.in.gov](mailto:SPDTraining@spd.in.gov)