

## Instructions – How to Access and Complete NEW Faculty Search & Screening Process Training (via Workday Learning)

NOTE: This course was created in Webcourses@UCF (Canvas). Users register and complete the course in Workday Learning. As a result, you will be directed to complete a few additional steps to ensure completion is recorded.

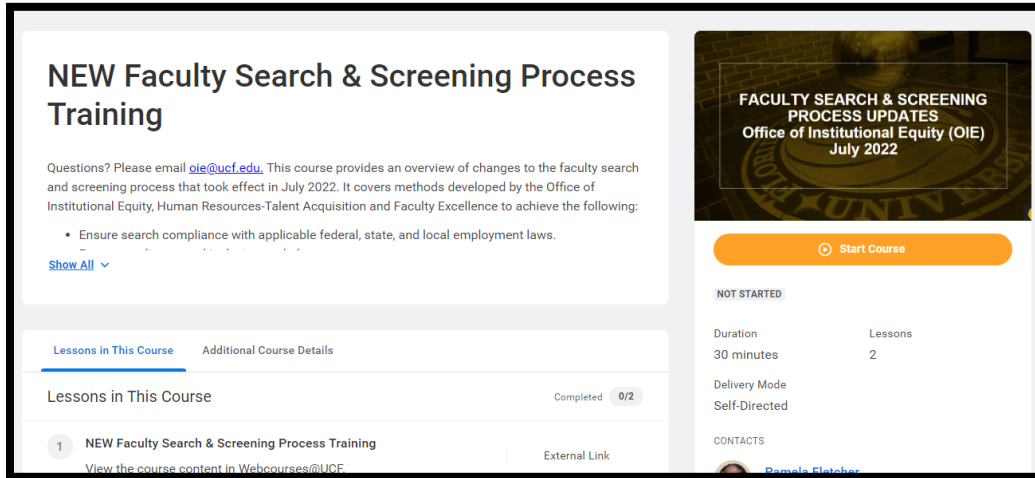
1. **Accessing the training.** Click the following link: [NEW Faculty Search & Screening Process Training | Learning \(myworkday.com\)](#).
2. On the UCF Federated Identity screen, enter your NID (UCF Network ID) and password, and click the Sign on button.
3. Complete the multi-factor identification process to log into Workday .

NOTE: *If the link in #1 above does not take you to the UCF Federated Identity screen, log into Workday **FIRST**, and copy and paste the link in #1 in the Search field and press enter.*

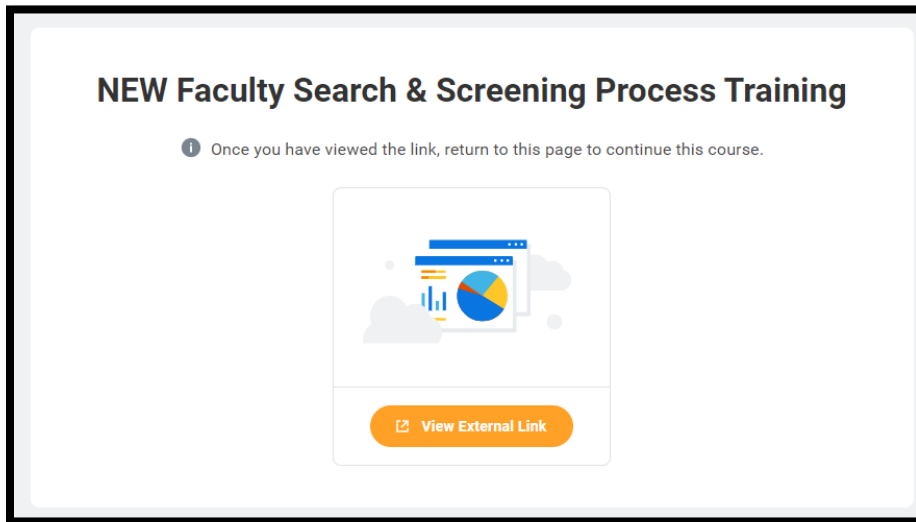
4. The screen will open as indicated below. Click the ‘Submit’ button at the bottom of the screen to enroll in the course.

The screenshot shows a 'Review' page for a course. At the top, there is a blue header with the word 'Review' in white. Below the header, the course title 'NEW Faculty Search & Screening Process Training' is displayed. A paragraph of text asks for questions to be emailed to [cie@ucf.edu](mailto:cie@ucf.edu) and lists the course's purpose. Below this, there is a section titled 'Lessons 2 items' which contains two items: 'Lesson' and 'Course Completion Announcement'. At the bottom of the page, there is a comment section with a profile picture icon, a text input field containing the placeholder 'enter your comment', and two buttons: 'Submit' (in an orange pill) and 'Cancel' (in a grey pill).

- The next screen that appears states, "You have submitted. Enroll in Content: NEW Faculty Search & Screening Process Training." You will see a checkmark enclosed in a circle indicating that the enrollment process has been successfully completed. Click the 'Done' button at the bottom of the screen to enter the course.
- On the screen below, click the 'Start Course' button.

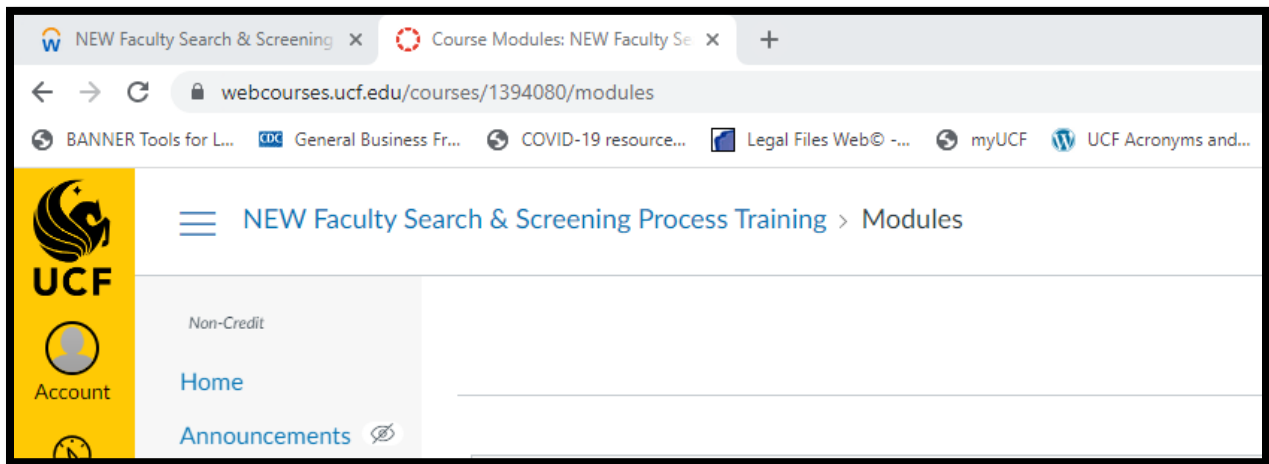


- On the screen below, click the 'View External Link' button.

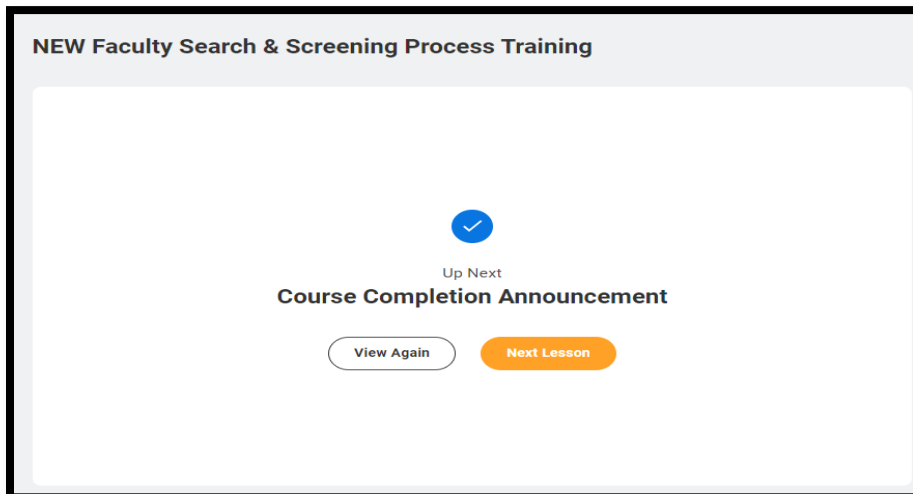


- On the UCF Federated Identity screen, enter your NID and password, and click the 'Sign on' button to access the training in Webcourses@UCF.
- After you have logged into Webcourses@UCF, you will start the course. Click 'Begin Course.'
- At the end of the course, you will complete an assessment. Successful completion of the course requires an 80% on the assessment. The assessment can be taken multiple times.

11. After you have successfully completed the course, you will click the 'Next' button at the bottom of the screen.
12. On the next screen (Certificate Instructions), you may click the 'Download the Certificate' button to create a fillable PDF to record your completion. After you have completed and printed your certificate in Adobe, return to the Certificate Instructions screen in Webcourses@UCF and click the 'Next' button.
13. On the next screens you may access faculty search process resources (for example, search role checklists and forms) that you may download from the training module. These forms are also available on the Office of Institutional Equity (OIE) website.

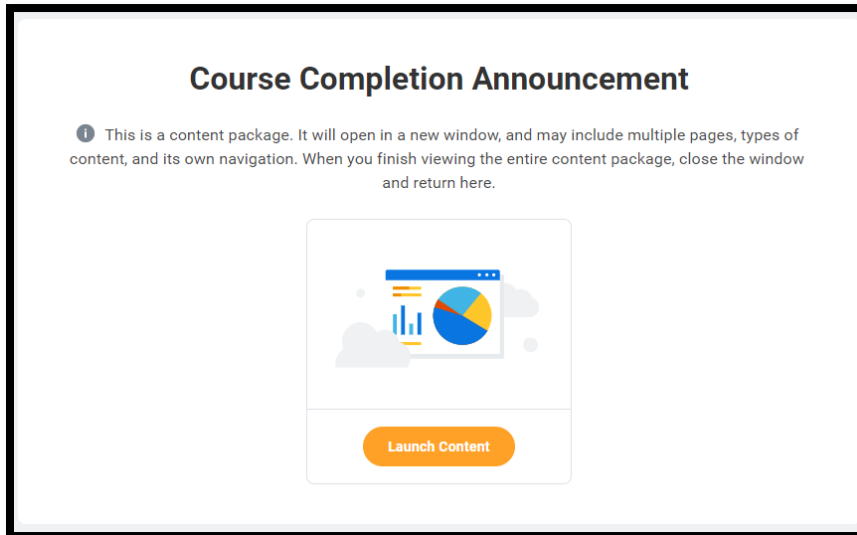


14. **Return to Workday Learning to return to the (Up Next - Course Completion Announcement) screen. Click on 'Next Lesson'.**
- 15.



**NOTE: Steps 15-17 are optional.** *You do not need to complete Lesson 2 to complete the course.* It is simply a reminder that your score will transfer from Webcourses@UCF to Workday within a few hours.

16. Click 'Next Lesson,' and you will see the following screen:



17. Click 'Launch Content,' and you will see the following screen:



18. After reading the video content, close it. Do not run the video to completion.

19. If you scored 80% or higher on the quiz, you have completed the course and may close it in Workday.

**NOTE:** Because the course was completed in Webcourses@UCF (not within Workday), your record in Workday will continue to appear to be in progress until the quiz score is updated in Workday, which could take up to eight hours.