

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.

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.*

3. Complete the multi-factor identification process to log into Workday .
4. On the next screen (titled **'Review'**), **click** the 'Submit' button at the bottom of the screen to enroll in the course.
5. 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.
6. On the next screen (with **'NEW Faculty Search & Screening Process Training' in top, left box**), **click** on the 'Start Course' button on right side of screen.
7. On the next screen (with **'NEW Faculty Search & Screening Process Training' at the top**), **click** on the 'View External Link' button.
8. On the UCF Federated Identity screen, enter your NID (UCF Network ID) and Password, and click the 'Sign on' button to access the training in Webcourses@UCF.
9. After you have logged into Webcourses@UCF, you will start the course. Click 'Begin Course.'
10. 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'.

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.

15. On the next screen (**Course Completion Announcement**), **click** on 'Launch Content'.
16. On the next screen (Lesson 2 Digital), you may view a 10-second video notification about availability of the course completion record in Workday.
17. After reading the video content, close it. Do not run the video to completion.
18. 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.