Uplift Your Benefits Registration Guide

Below is a step-by-step guide on how to register for Uplift Your Benefits on your Workday account.

1. Logon to your Workday account. Log in using <u>this link</u> or scan the QR code.



2. From the home page click on "View All Apps."

		HE View All App	2
Your Team Has Upcoming Absences	View Team Calendar	Announceme	ents
			Same information, new look: Introducing the Workday Pe We are pleased to announce the People Experience, a bra
mely Suggestions		, by	We have a few Executive

3. Click on "Learning Home" and you will be taken to the learning home page. **The "Uplift Your Benefits" course will appear in the "Required for You" section.** Click on "View Course" to be taken to the course home page.

Lea	arning	+	What will you learn today?		
[]	Learning Admin		······································		
ធ	Learning Home		Le ^r		
□ ₽	My Learning Discover		Browse Learning Find the training you need to take.		
	Links My Learning Certificate LRN My Learning and Trai Add Training	~	Required for You		
			DAS - CHRO - Uplift Your Benefits for NEW Employees Course • 2 hours	1	



4. From the course home page, click the "Select Offering" button to see all the dates/ times the course is offered on.

Select Offering					
Duration	Lessons				
14 hours	2				
Skill Level	Delivery Mode				
Beginner	In-Person				

5. Click the checkbox next to Uplift Your Benefits and click "OK." You will receive a confirmation email that you are enrolled with the Zoom link to the course.

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	
3		Tue, Apr 5, 2022, 1:00 PM Pacific Time (Los Angeles)	Tue, Apr 5, 2022, 3:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	41 out of 50	No	Open	•
4		Wed, Apr 6, 2022, 10:00 AM Pacific Time (Los Angeles)	Wed, Apr 6, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	45 out of 50	No	Open	
5		Thu, Apr 7, 2022, 10:00 AM Pacific Time (Los Angeles)	Thu, Apr 7, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	37 out of 40	No	Open	
б		Fri, Apr 8, 2022, 8:00 AM Pacific Time (Los Angeles)	Fri, Apr 8, 2022, 10:00 AM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	48 out of 50	No	Open	
7		Tue, Apr 12, 2022, 1:00 PM Pacific Time (Los Angeles)	Tue, Apr 12, 2022, 3:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	50 out of 50	No	Open	
8		Wed. Apr 13, 2022, 10:00 AM Pacific	Wed. Apr 13, 2022, 12:00 PM Pacific	Donisha Revnolds	48 out of 50	No	Open	-

On the day of your selected course, sign into Zoom 10-15 minutes before the start of your workshop to complete your registration.

Please register for workshops at least 48 hours in advance.

To maximize the quality of our workshops, we cap the number of attendees at 35. If a workshop appears full on Workday, please sign up for the waitlist as space often becomes available closer to the date of the workshop.