SuccessFactors Learning – How to find and self-assign learning

Purpose:

- Use this process guide as a Learner to find and self-assign learning in SuccessFactors Learning.

Tips

- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the functionalities.
- When your computer enters sleep mode, it will lose internet connection. If you lose internet connection, your progress in a WBT will not be saved. If you're leaving your computer inactive for more than 30 minutes, **close the training to save your progress** and you can relaunch the course when you have time to complete it.

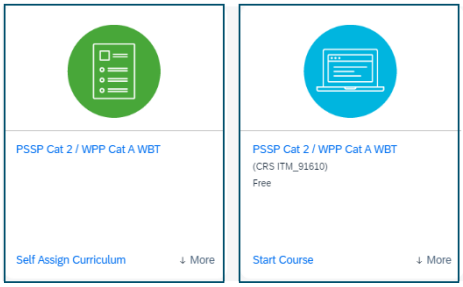
SuccessFactors Learning Terminology

What are Curricula in SuccessFactors Learning?

A curriculum is a container for one or more learning items that a Learner must complete. A curriculum is used for mandatory training, training with a retraining interval and/or used to self-assign and manager-assign training. All items in SuccessFactors Learning have a curriculum and when a curriculum has been assigned, the items will automatically appear in a Learner's "My Learning Assignments". A curriculum must always be assigned by or to a learner before they complete training.

When assigning training, you will see two options for the training in the library (Curriculum and Item) and it's important to remember to **always assign the Curriculum,** which are identified by green list icons and items (courses) are identified by blue icons.

Curriculum: **Item (course):**



Note: for CIP-100 training, only the curriculum will be visible in the library, not the course item. Once the curriculum for CIP-100 has been assigned, then the course will be added to "My Learning Assignments" and the learner can start the training.

Please note: Selecting Curriculum is a critical part of this process and must be followed as directed.
Assigning the curriculum is important because of our integrations with other systems as the completion of certain curricula will feed information into other systems (ex: completion of CIP training will be sent to Suresite) and because retraining intervals are associated with the curriculum, not the course.

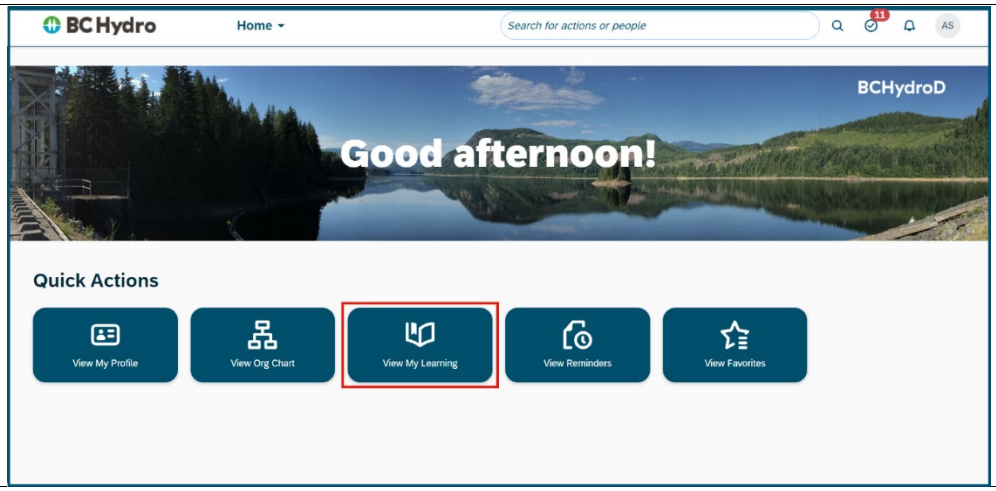
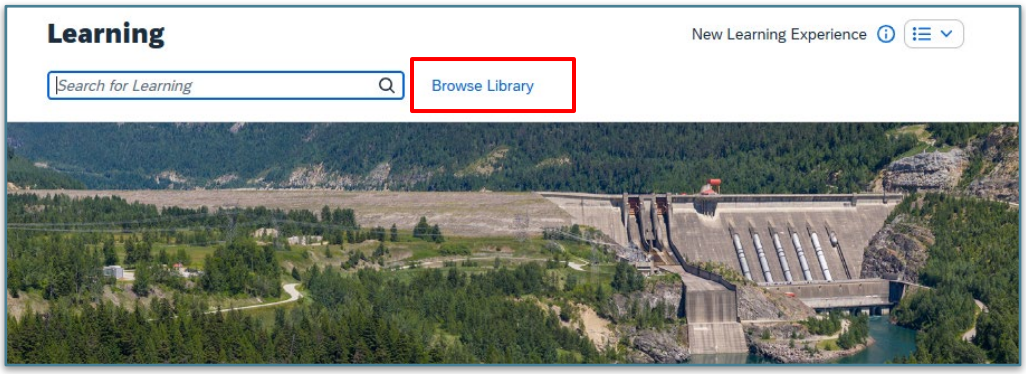
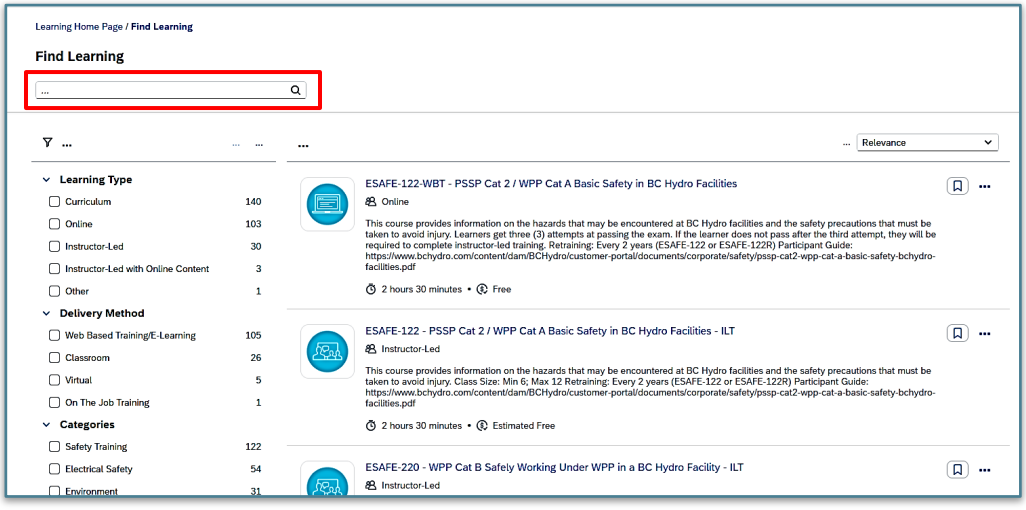
What are Items in SuccessFactors Learning?

An item is a unit of learning that you can assign to a user and track its completion (e.g., course, exam, document). Classes are linked to items.

Find and Assign Learning

To find training to assign to yourself, you will follow the SuccessFactors Learning Menu path below to begin this procedure:

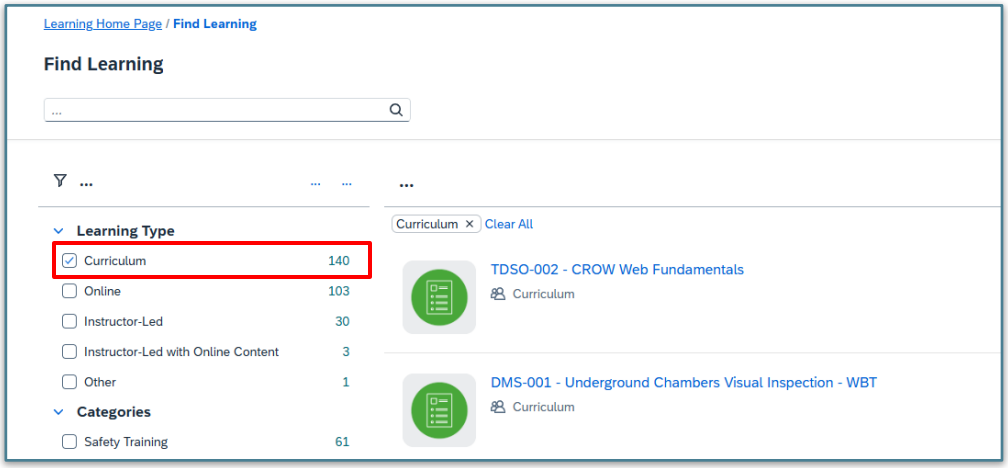
1. SuccessFactors → View My Learning → Learning → Browse Library

1. Access SuccessFactors Learning through the following link:	https://hcm17.sapsf.com/login?company=bchydro
2. Select the **View My Learning** tile from the Homepage to access the learning activities.	
3. In SuccessFactors Learning, from the My Learning page, select Browse Library **Important Note:** You can also begin your search by using the search bar to enter a keyword (ex: course code or course name) then selecting or press Enter on your keyboard.	
4. You will be navigated to the Find Learning page. Search for training by using the search bar to enter a keyword (ex: course code or course name) then or press Enter on your keyboard.	

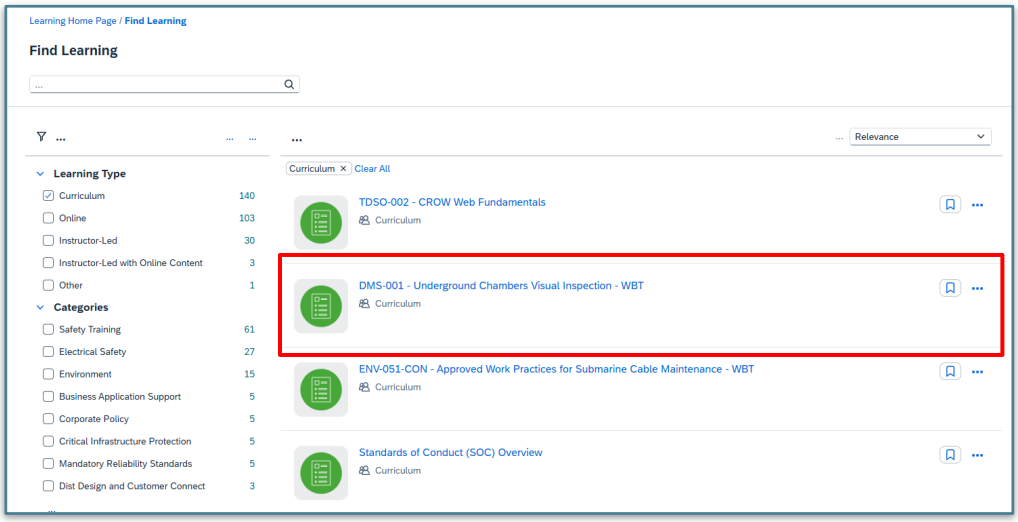
TIP!

You will see two options for the training in the library (Curriculum and Item) and it's important to remember to **always assign the Curriculum. Please note that this is a critical step and Curriculum must be selected.**

To see only curricula, under "Learning Type", check the **Curriculum** box.

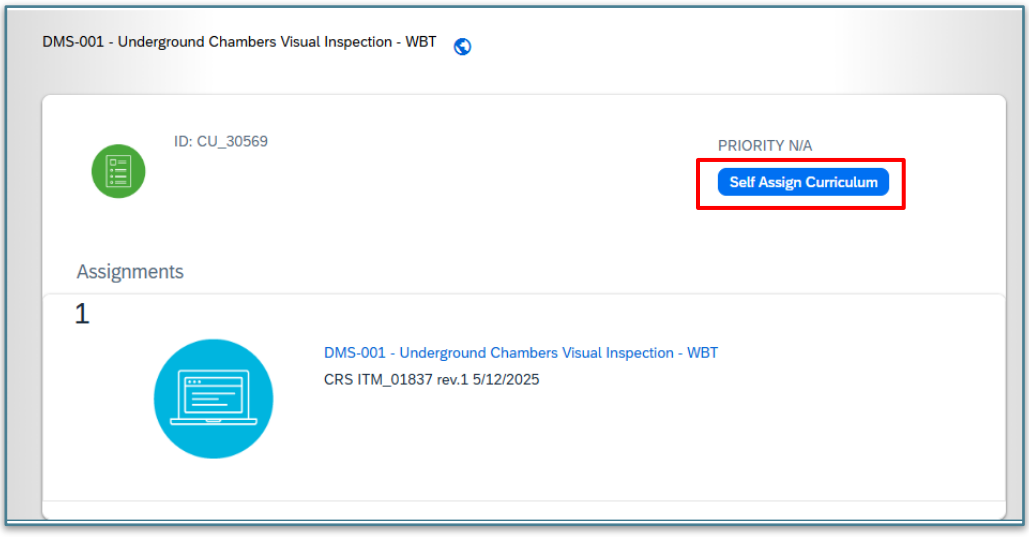


5. Click on the **Curriculum** you would like to assign to yourself. Curriculum will be identified by the List Icon:



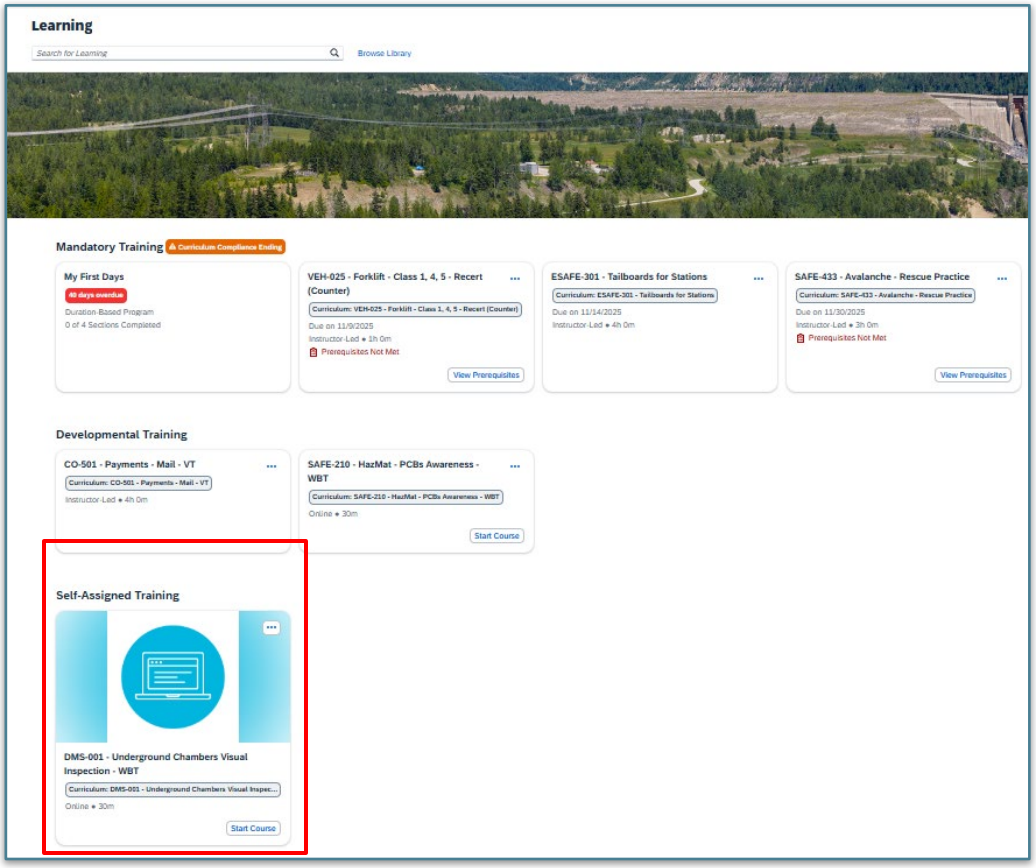
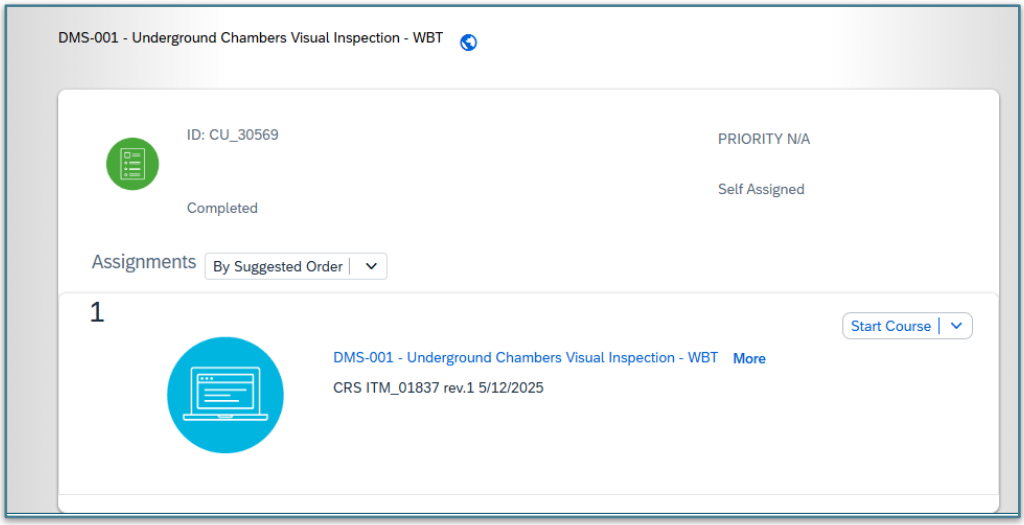
6. You will be navigated to the Curriculum Details page. The course items related to the curriculum will be displayed under Learning. Click

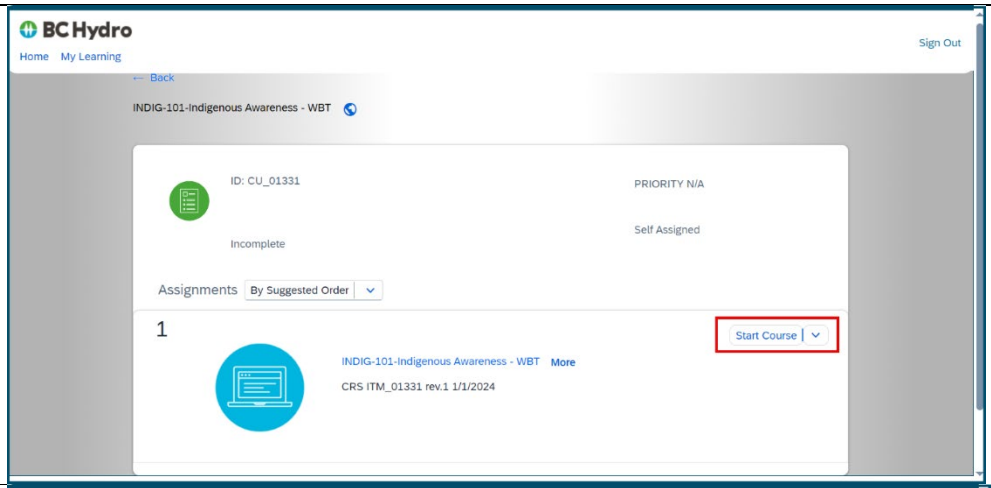
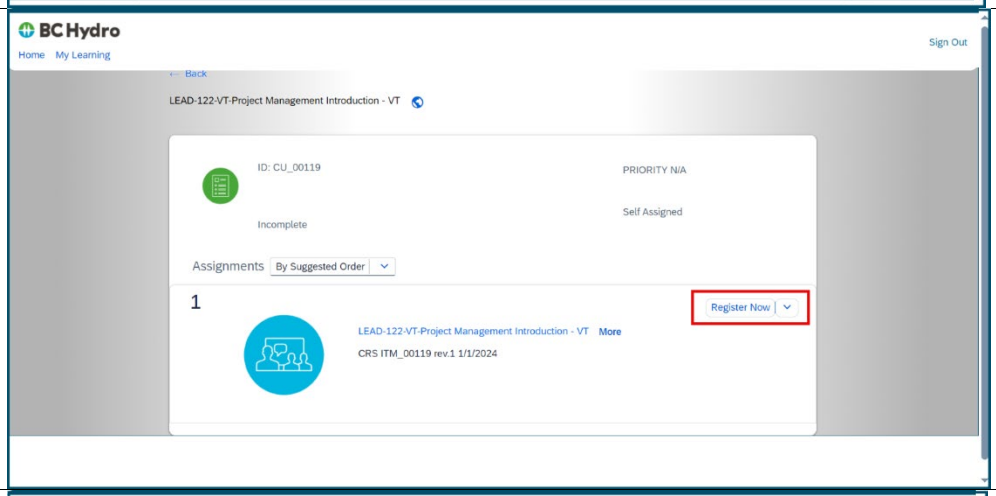
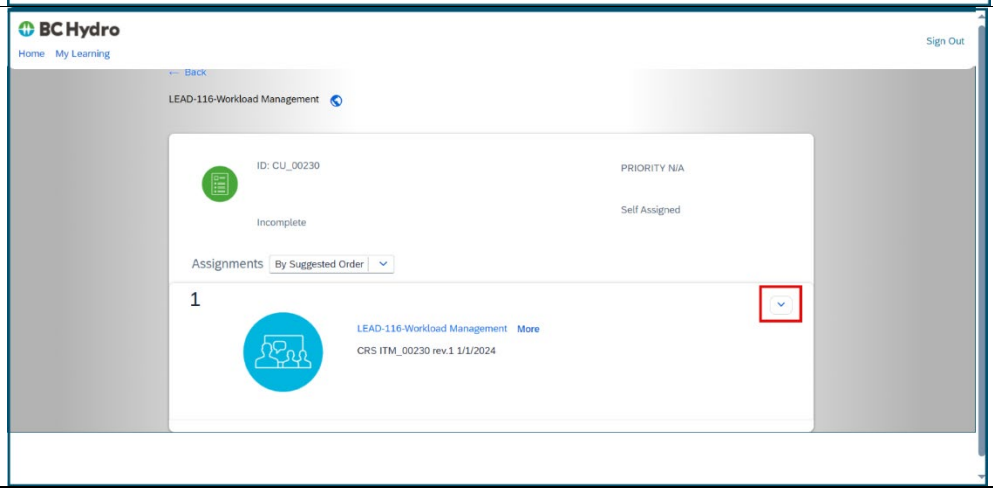
Self Assign Curriculum



TIP!

By assigning the curriculum, the items within the curriculum (ex: courses) will automatically be added to "My Learning Assignments".

Note: for CIP-100 training only the curriculum will be visible in the library, not the course item. Once the curriculum for CIP-100 has been assigned, then the course will be added to the “Self-Assigned Training” tile and the learner can click Start Course to start the training.	
7. You will be navigated to the Curriculum Details page. The course items related to the curriculum will be displayed under Assignments.	

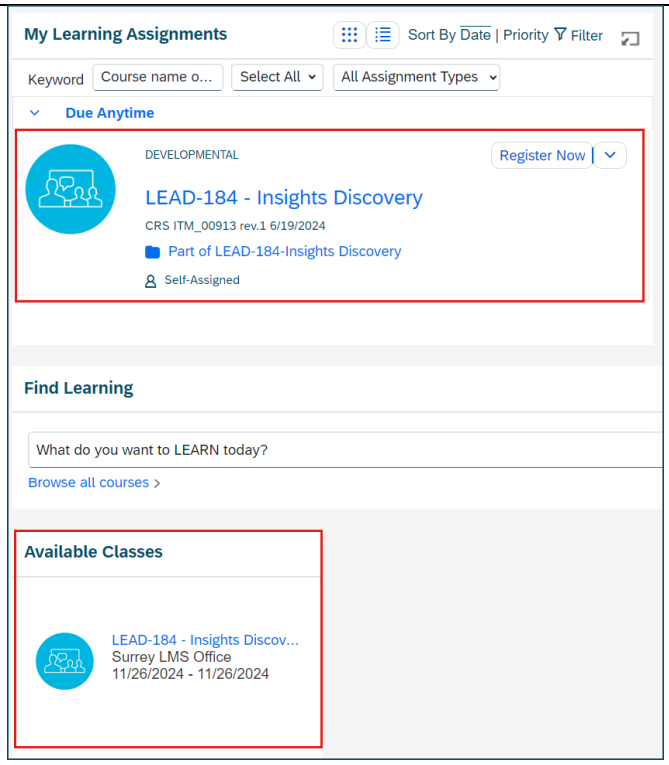
8. If you assigned Web-based Training (WBT), you can click on Start Course to launch the online content and begin the course.	
9. If you assigned yourself Instructor-Led (ILT) or Virtual Training (VT), you will need to register for a class. If classes are currently being offered, you can click on Register Now to navigate to the Available Classes page to register for a class.	
10. If no classes are currently being offered for the ILT/VT, there will be no action button for the course.	

TIP!

If classes are not currently being offered for an Instructor-led (ILT) or Virtual Training (VT), we recommend that you still assign yourself the curriculum.

By assigning the curriculum, the course will automatically be added to “My Learning Assignments”.

Once classes for the courses on your “My Learning Assignments” become available to register for, the system will push the classes to you, and they will appear in the “Available Classes” tile.



Questions?

- If you have questions about training topics, email training@bchydro.com
- If you have technical issues with SuccessFactors Learning, please contact **SuccessFactors Learning Help Desk**: SAPSuccessFactorsSupport@bchydro.com or 604-528-1444 (71444), then press 2, then press 5 to speak with an agent.