

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

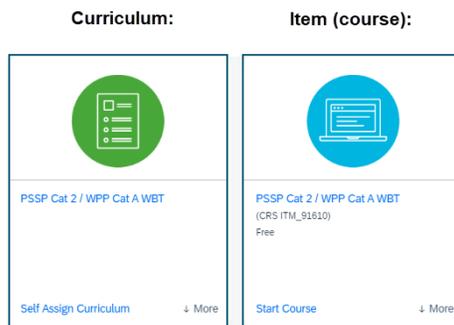
- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the 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.



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

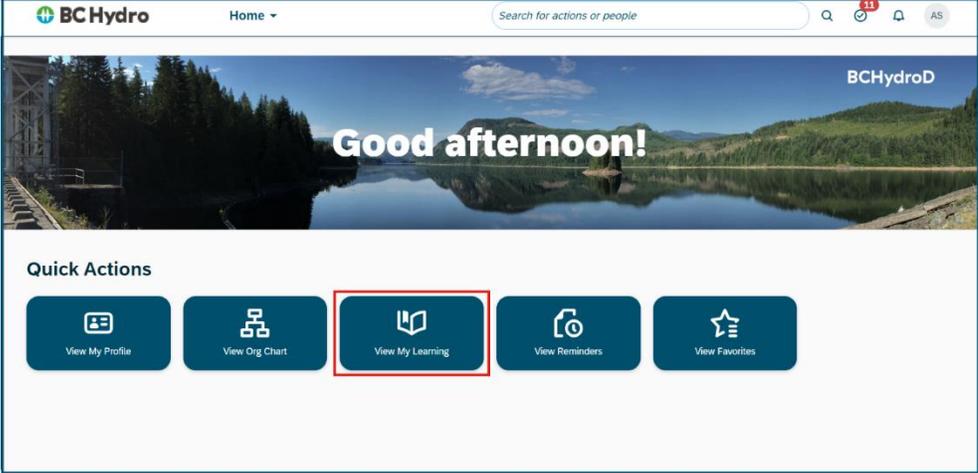
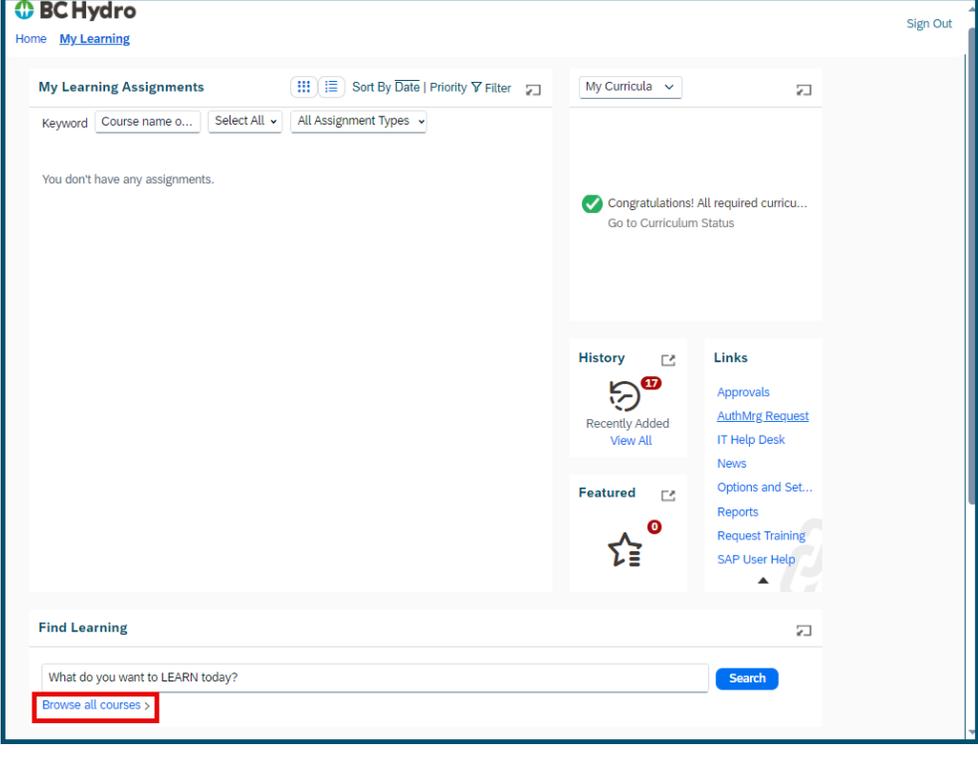
To find training to assign to yourself, you will follow the SuccessFactors Learning Menu path below to begin this procedure:

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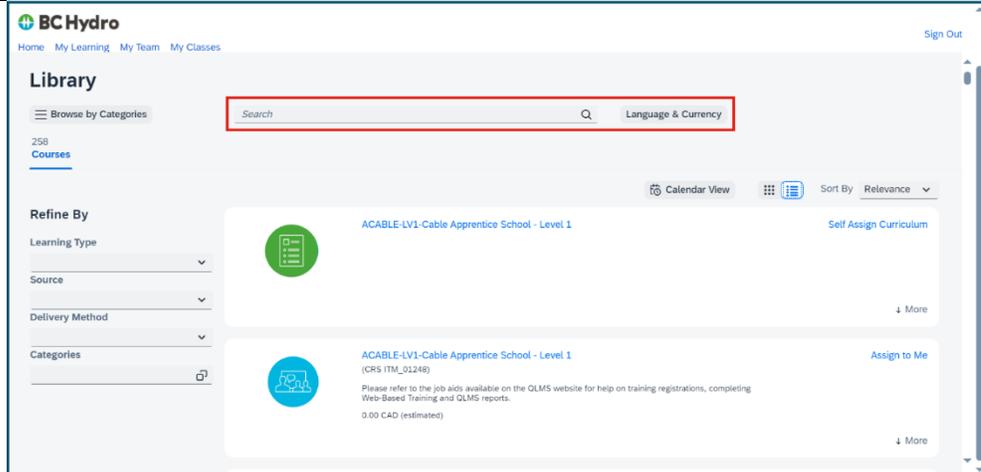
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SuccessFactors Learning User Guide for Contractors

1. SuccessFactors → View My Learning → My Learning → Find Learning → Browse All Courses

<p>1. Access SuccessFactors Learning through the following link:</p>	<p>https://hcm17.sapsf.com/login?company=bchydro</p>
<p>2. Select the View My Learning tile from the Homepage to access the learning activities.</p>	 <p>The screenshot shows the BC Hydro homepage. At the top, there is a navigation bar with the BC Hydro logo, a 'Home' dropdown, and a search bar. Below the navigation bar is a large banner image with the text 'Good afternoon!'. Underneath the banner is a 'Quick Actions' section with five buttons: 'View My Profile', 'View Org Chart', 'View My Learning' (highlighted with a red box), 'View Reminders', and 'View Favorites'.</p>
<p>3. In SuccessFactors Learning, from the My Learning page, under the Find Learning tile, select Browse all courses ></p> <p>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 Search or press Enter on your keyboard.</p>	 <p>The screenshot shows the 'My Learning' page in SuccessFactors. It features a search bar for 'My Learning Assignments' with filters for 'Keyword', 'Course name o...', 'Select All', and 'All Assignment Types'. Below the search bar, it states 'You don't have any assignments.' To the right, there is a 'My Curricula' dropdown and a 'Congratulations! All required curricula...' message with a 'Go to Curriculum Status' link. Further down, there are sections for 'History' (Recently Added) and 'Featured' items. At the bottom, there is a 'Find Learning' section with a search bar containing the text 'What do you want to LEARN today?' and a 'Search' button. The 'Browse all courses >' link is highlighted with a red box.</p>

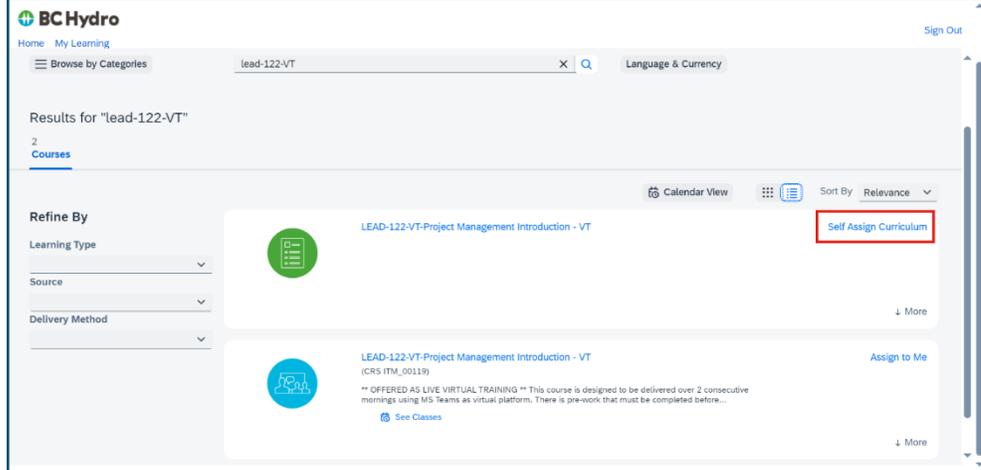
4. You will be navigated to the Library. Search for training by using the search bar to enter a keyword (ex: course code or course name) then  or press Enter on your keyboard.



5. Identify the **Curriculum** you would like to assign to yourself and click [Self Assign Curriculum](#)

Please note that this is a critical step and Curriculum must be selected.

Curriculum will be identified by the List Icon:

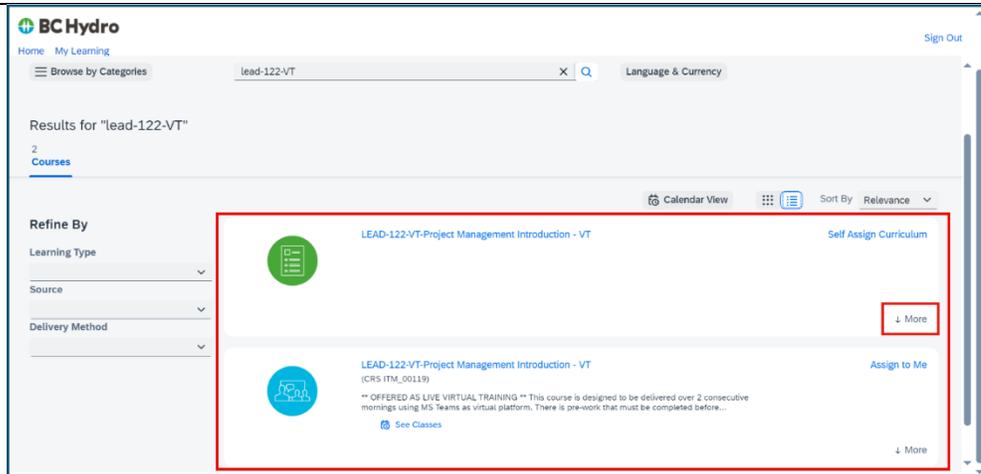


TIP!

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.**

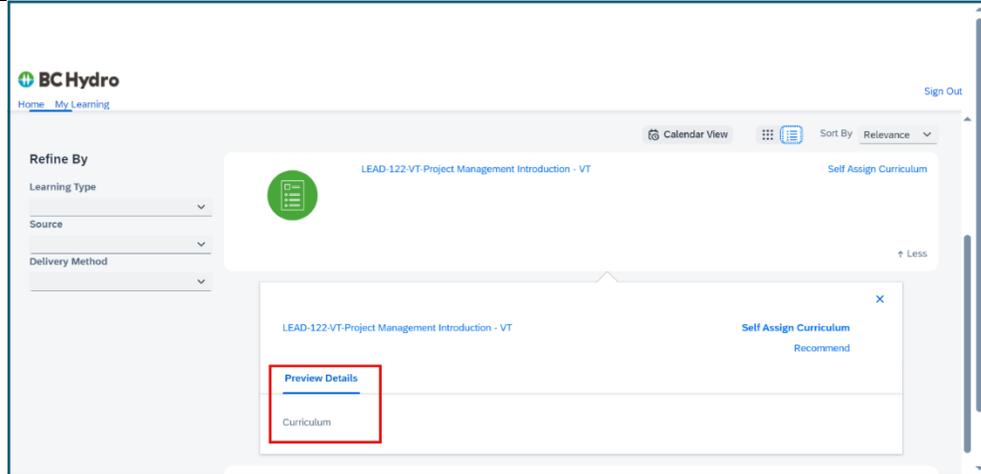
By assigning the curriculum, the items within the curriculum (ex: courses) will automatically be added to "My Learning Assignments".

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 "My Learning Assignments" and

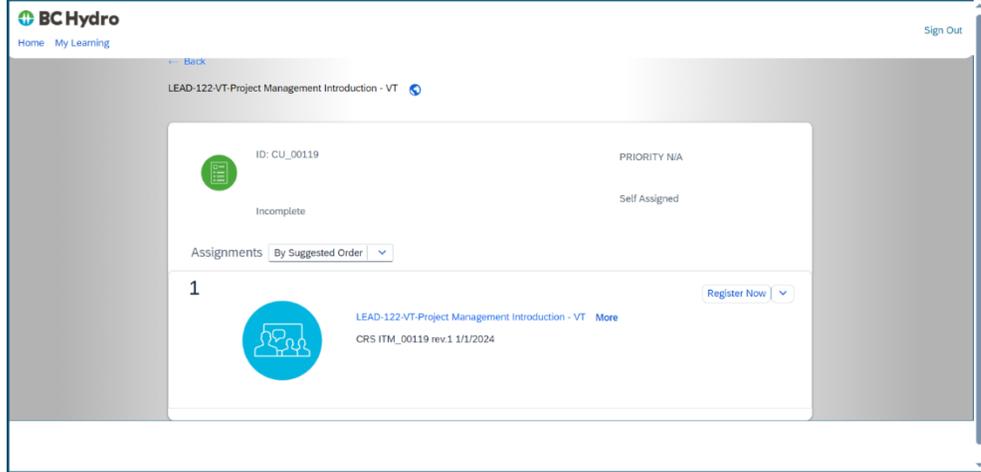


the learner can start the training.

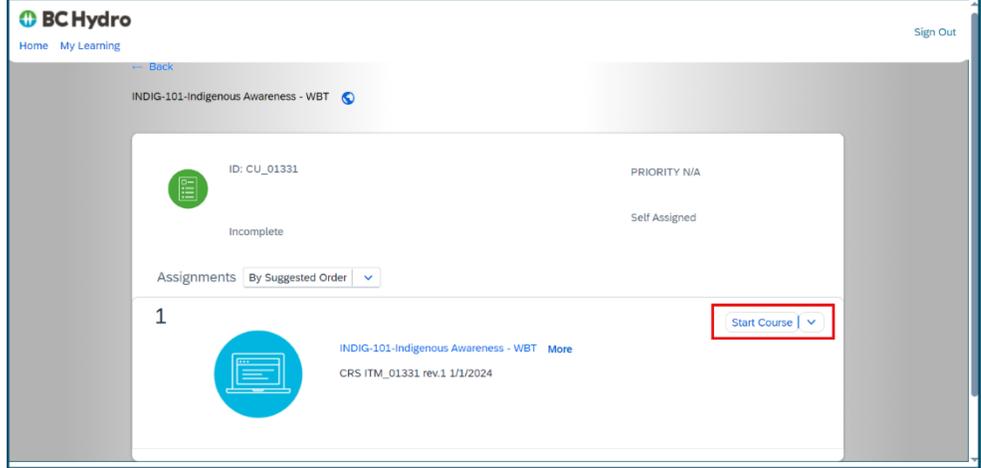
You can also click [↓ More](#) to view confirmation that what you are selecting is a curriculum.



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

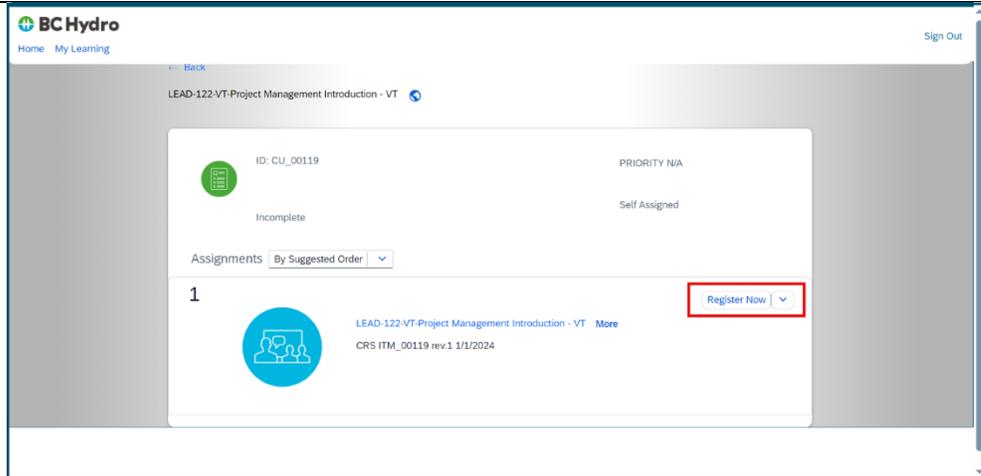


7. If you assigned Web-based Training (WBT), you can click on [Start Course](#) to launch the online content and begin the course.

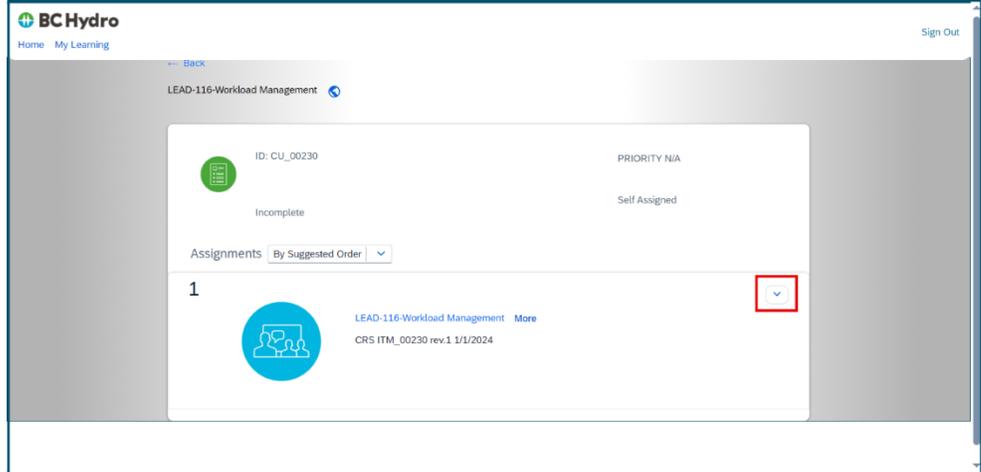


8. If you assigned yourself Instructor-Led (ILT) or Virtual Training (VT), you will need to register for a class.

If classes are currently being offered, you can click on [Register Now](#) to navigate to the Available Classes page to register for a class.



9. If no classes are currently being offered for the ILT/VT, there will be no action button for the course.

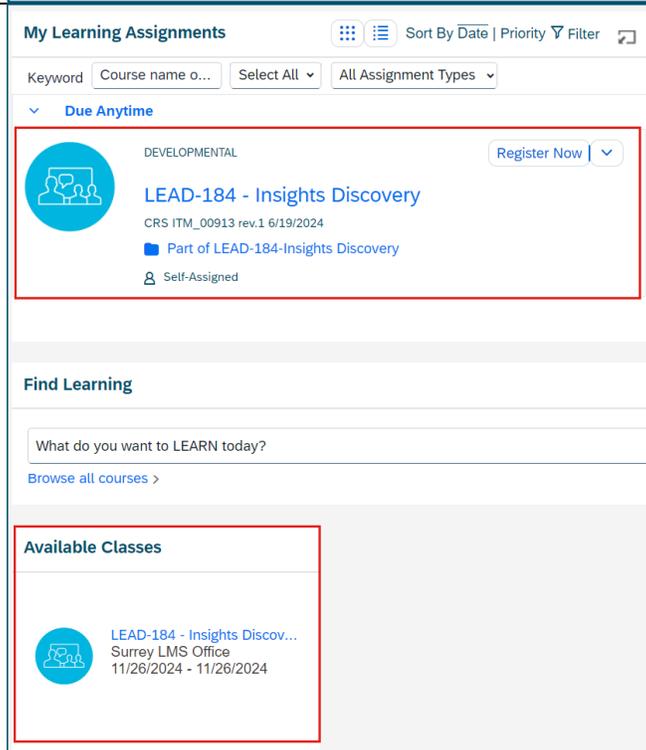


TIP!

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.