SuccessFactors Learning – Proof of Course Completion Guide for Contractors

Purpose:

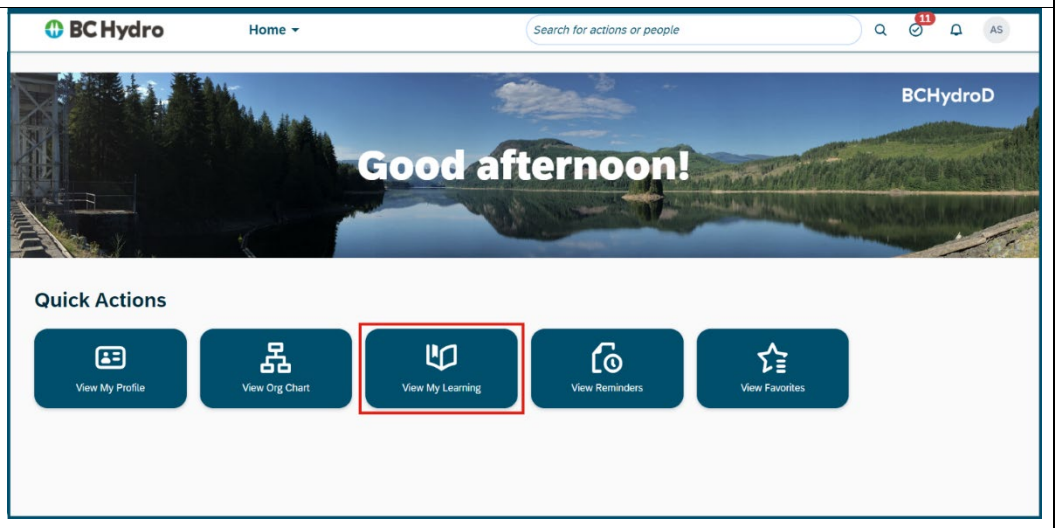
Use this process guide as a Learner to show proof of course completion.

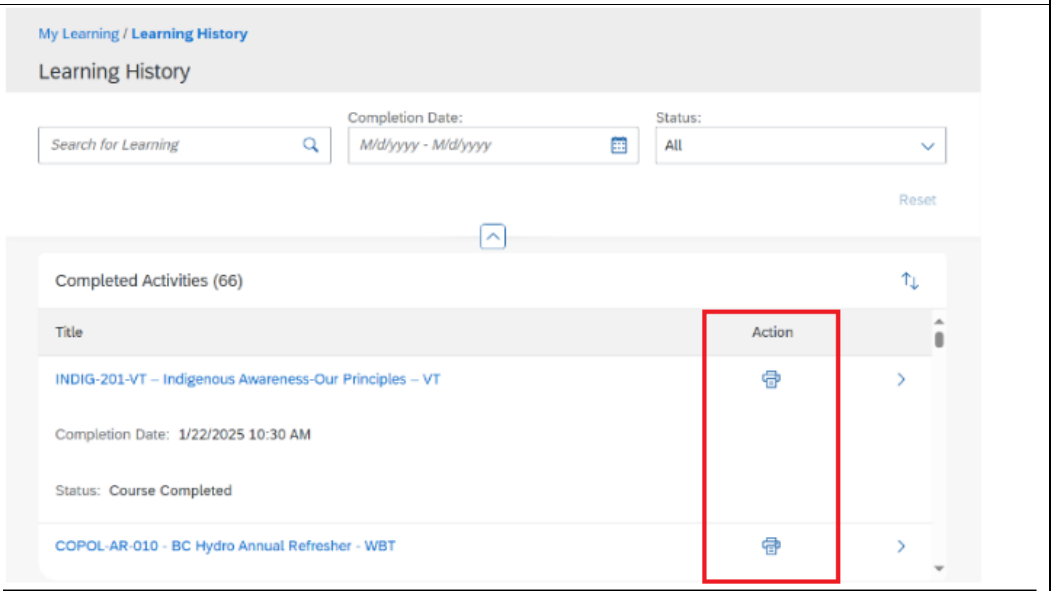
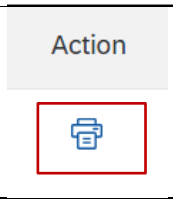
Tips

- 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.

Learning History and Completed Work

Learning history provides a view of completed learning. Here you can view, and track completed learning, and print/save certificates. When you complete a learning activity, the system saves it to your completed work. Your completed work becomes a historical list of all the activities that you have completed.

Access SuccessFactors Learning through the following link:	https://hcm17.sapsf.com/login?company=bchydro
Select the View My Learning tile from the Homepage to access the learning activities.	

The **Learning History** link on the Learning home page provides a user with a list of recently completed work.	
In the **Completed Activities** work page, you will see a list of all completed courses by completion date, title and status. To review details of a completed course, hover over the course title. The completed hours will be displayed.	
Select **Print Certificate** to either print a copy of the certificate or save it as PDF on your computer.	

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.