SuccessFactors Learning – How to remove a self-assigned curriculum

Purpose:

- Use this process guide as a Learner to remove a self-assigned curriculum in SuccessFactors Learning. By removing the curriculum, the item will automatically be removed from your My Learning Assignments.
- If you forgot to assign yourself the curriculum and only assigned the item (ex: course), you will need to follow the Remove a Self-Assigned Item instructions below to remove it from your My Learning Assignments.

Important Note: If you have already registered for a class, you will need to withdraw from the class before removing the curriculum. Refer to the **How to Withdraw from a Class guide** for steps on how to withdraw from a class.

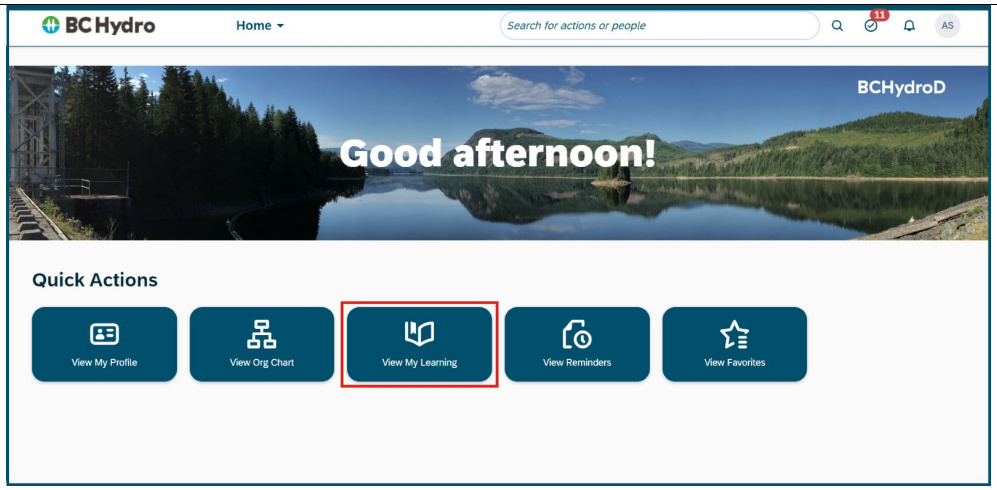
Tips

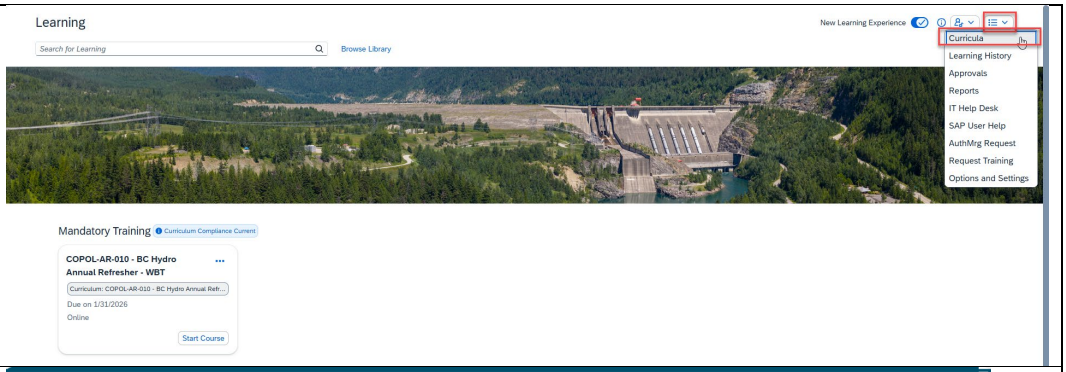
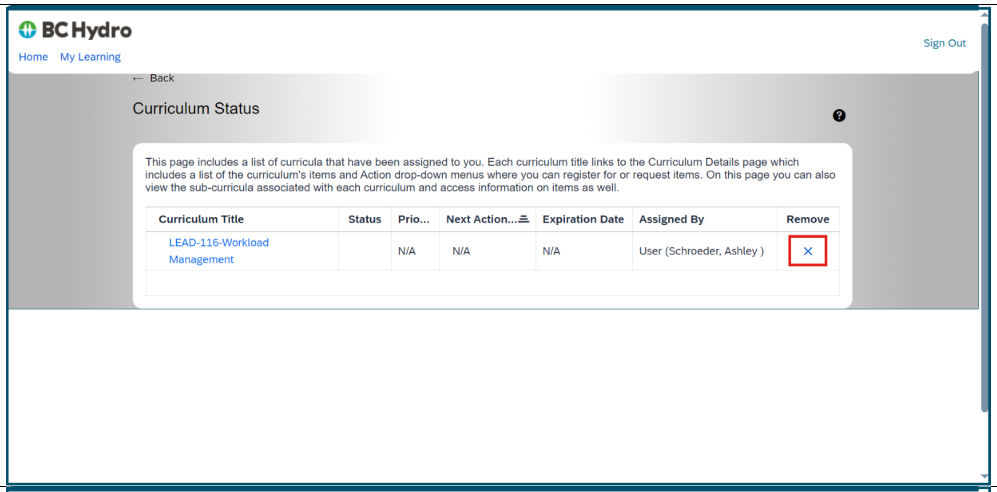
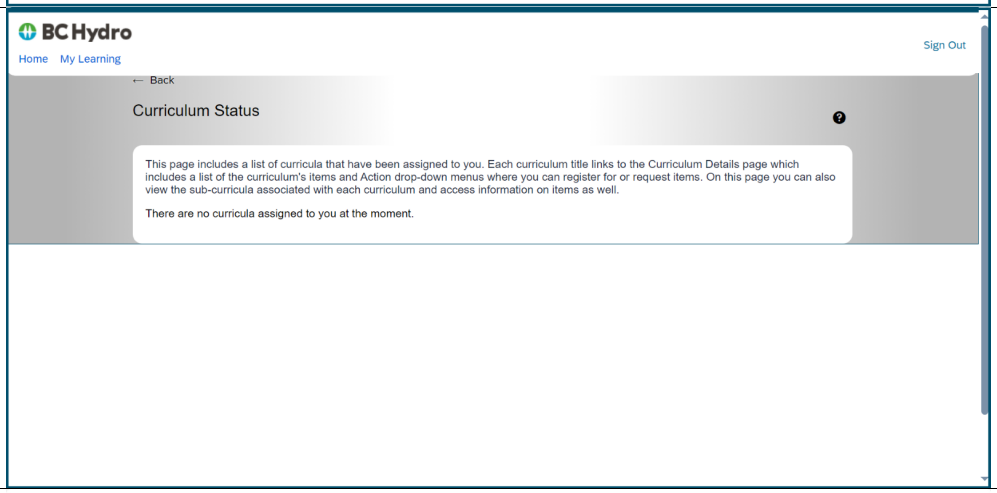
- Use this process guide as a Contractor to access SuccessFactors Learning via a browser. Suggested browser for desktop is Microsoft Edge. If you are using your mobile to access SuccessFactors Learning, we recommend using Safari browser instead of the SuccessFactors Mobile Application to access all the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

Remove a Self-Assigned Curriculum

To remove a curriculum that you self-assigned and its related course items from your My Learning Assignments, you will follow the SuccessFactors Learning Menu path below to begin this procedure:

- SuccessFactors → View My Learning → Learning → Curricula

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.	

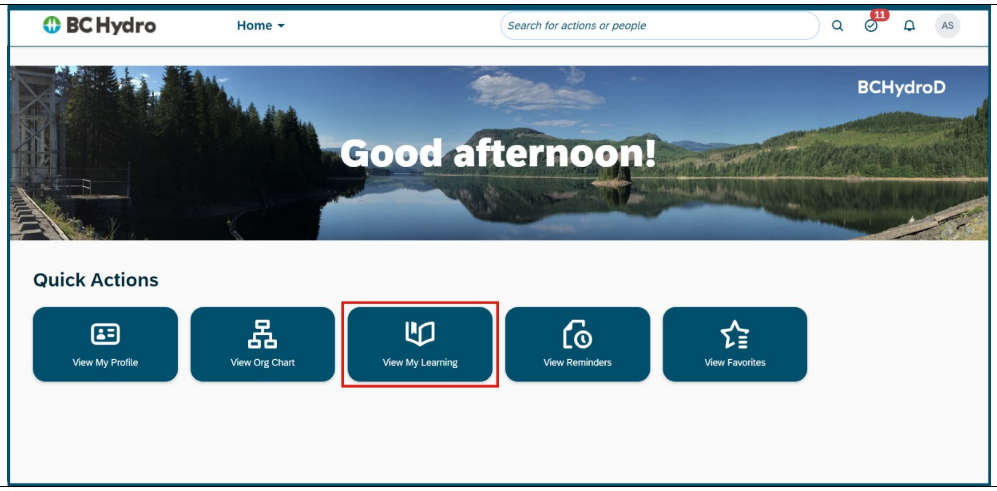
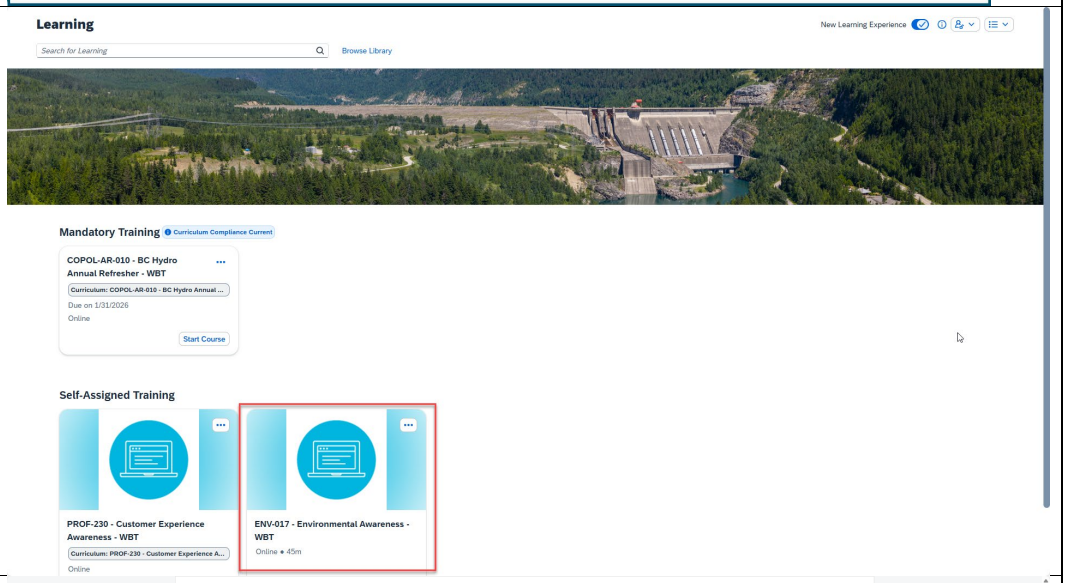
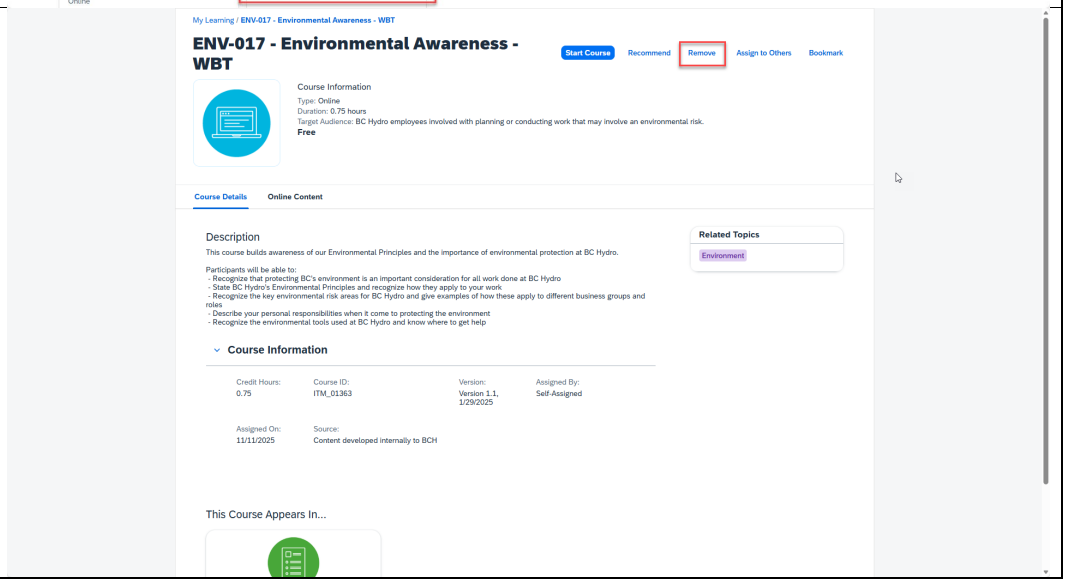
3. In SuccessFactors Learning, from the Learning page, select the , then select **Curricula**.	
4. The Curriculum Status page will appear. Identify the self-assigned curriculum you would like to remove from your My Learning Assignments. In the Remove column of the curriculum, select ✕	
5. The Curriculum Status page will refresh, and the curriculum selected will be removed.	
6. When you return to the My Learning page, the course will no longer appear in your My Learning Assignments.	

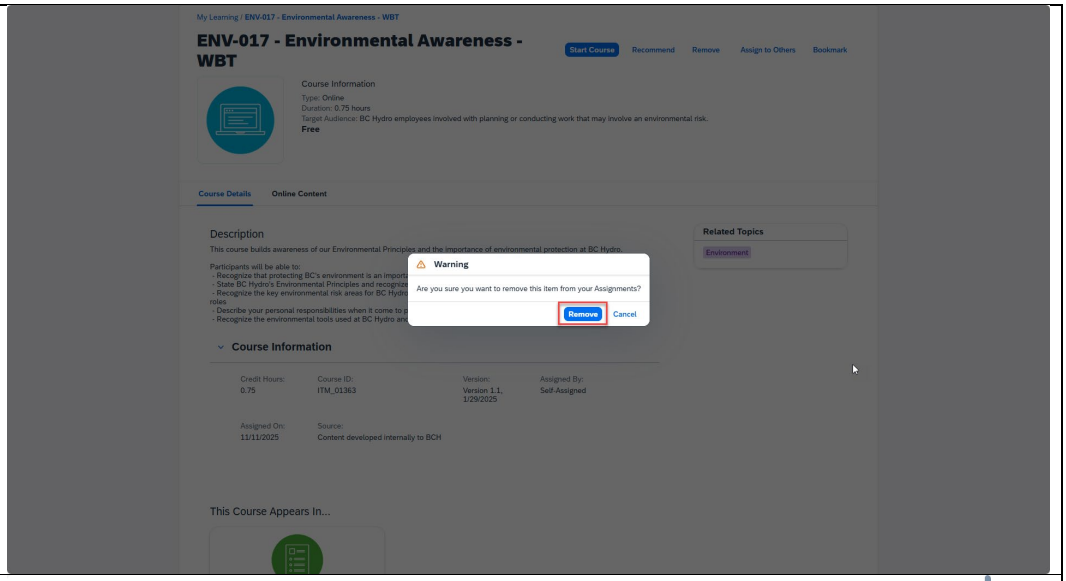
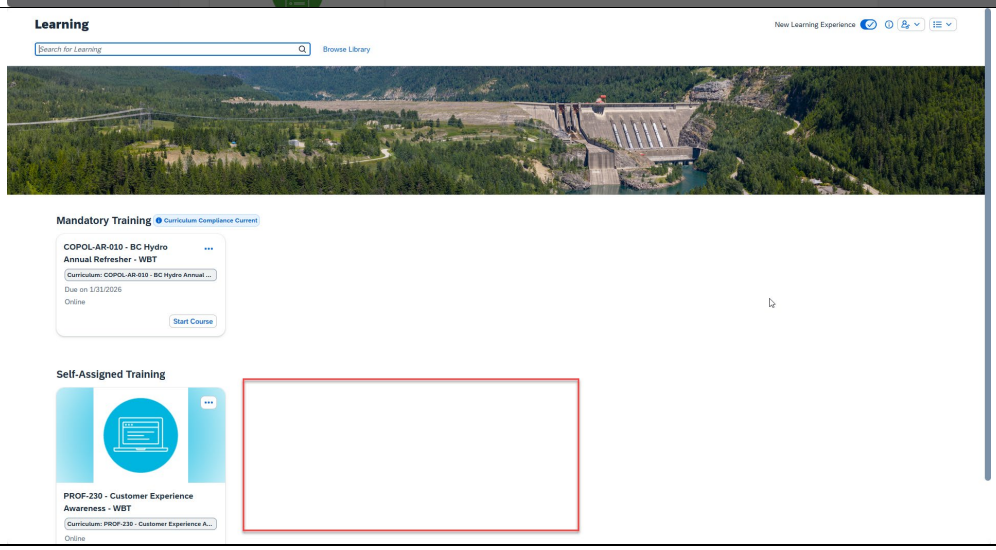
Remove a Self-Assigned Item

To remove an item that you self-assigned from your My Learning Assignments, you will follow the SuccessFactors Learning Menu path

below to begin this procedure:

- SuccessFactors → View My Learning → My Learning

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 Learning page, under Self-Assigned Training, identify the item you would like to remove and select it to open it.	
4. From the menu options at the top, select **Remove**.	

5. A pop-up will appear. Select **Remove**.	
6. The page will update, and the item will no longer appear in your My Learning Assignments.	

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.