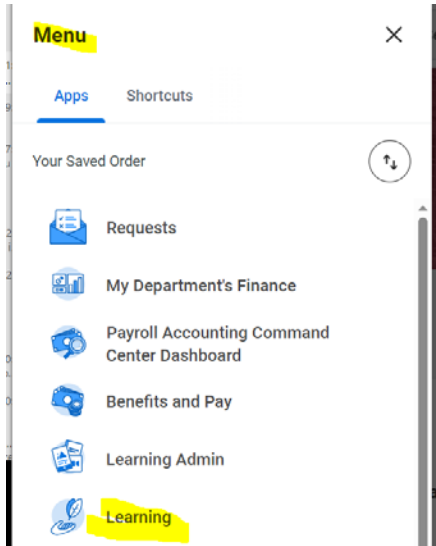
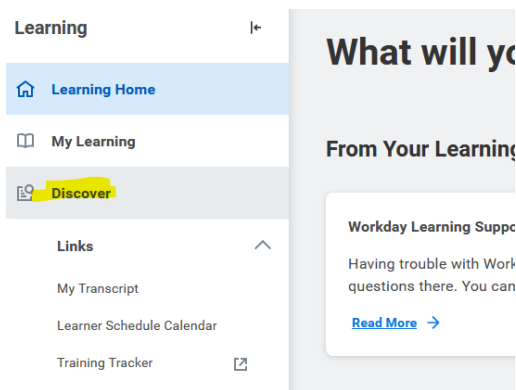


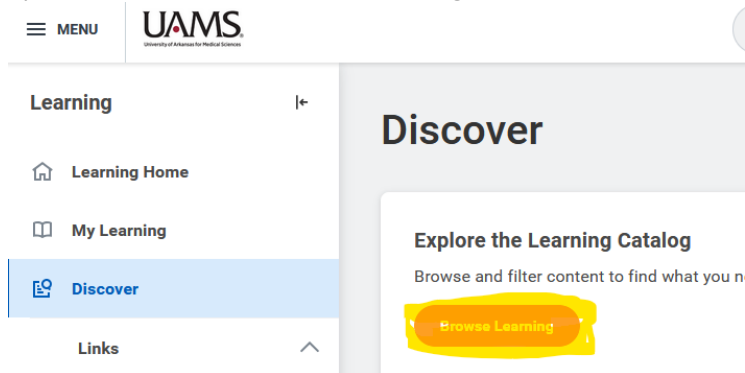
1) Go to Workday and access the “learning” app



2) Once there, click the “Discover” link on the left side:



3) Next, click the “Browse Learning” button:



4) In the lower search box, type “GUS Faculty” and search:

The screenshot shows the UAMS website header with a search bar containing 'GUS Faculty'. Below the search bar, there is a 'Browse Learning Content' section with a search input field containing 'GUS Faculty' and a 'Saved Searches' link. The 'Current Search' section displays the results for 'GUS Faculty Training'.

5) You should get the following training item:

The screenshot shows a course card for 'GUS Faculty Training'. The card features the UAMS logo, the text 'Professional Development', and the course title 'GUS Faculty Training' with a subtitle 'GUS Training Course for faculty training.'. It also indicates '1 lesson • 78 enrolled'.

6) Select the date offering of course & click ok.

The screenshot shows a 'Select Offering' dialog box for 'GUS Faculty Training'. It displays a table of open offerings with columns for 'Select Offering', 'Start Date', 'End Date', 'Attendance Type', 'Language', 'Availability', and 'Offering Number'. The first offering is selected, and the 'OK' button is highlighted.

Select Offering	Start Date	End Date	Attendance Type	Language	Availability	Offering Number
<input checked="" type="checkbox"/>	Fri, Oct 18, 2024, 11:00 AM Central Time (Chicago)	Fri, Oct 18, 2024, 12:00 PM Central Time (Chicago)	Virtual	English (United States)	Unlimited	AA_0001

7) Review your selection and click submit.

The screenshot shows a 'Review' dialog box for 'GUS Faculty Training'. The dialog has a title bar with a back arrow and the word 'Review', and a close button (X). Below the title is the course name 'GUS Faculty Training'. Underneath is a section titled 'Lesson Details' with an expandable arrow. Below this is a 'Lesson Overview' section with '1 item'. A table is displayed with the following data:

Lesson Title	Lesson Type	Lesson Date	Trainers
GUS Faculty Training	Virtual Classroom (Instructor Led)	Oct 18, 11:00 AM - Oct 18, 12:00 PM	DaLynda Washington

Below the table is a 'Course Details' section with a collapse arrow. At the bottom of the dialog is a text input field with the placeholder 'enter your comment' and a blue cloud icon. At the very bottom are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with a yellow circle.

8) You are now scheduled for this training course. You may also download the invitation to your calendar. Click the button at the top to add this training to your calendar.

The screenshot shows a section titled 'Upcoming Scheduled Lessons' with a calendar icon. Below the title is a highlighted instruction: 'Download the invitation to your calendar.' To the right of this instruction is a button labeled 'Add to Calendar', which is also highlighted with a yellow circle. Below this is a table with the following data:

Date	Time	Virtual Classroom
Fri, Oct 18, 2024	11:00 AM CDT	GUS Faculty Training →