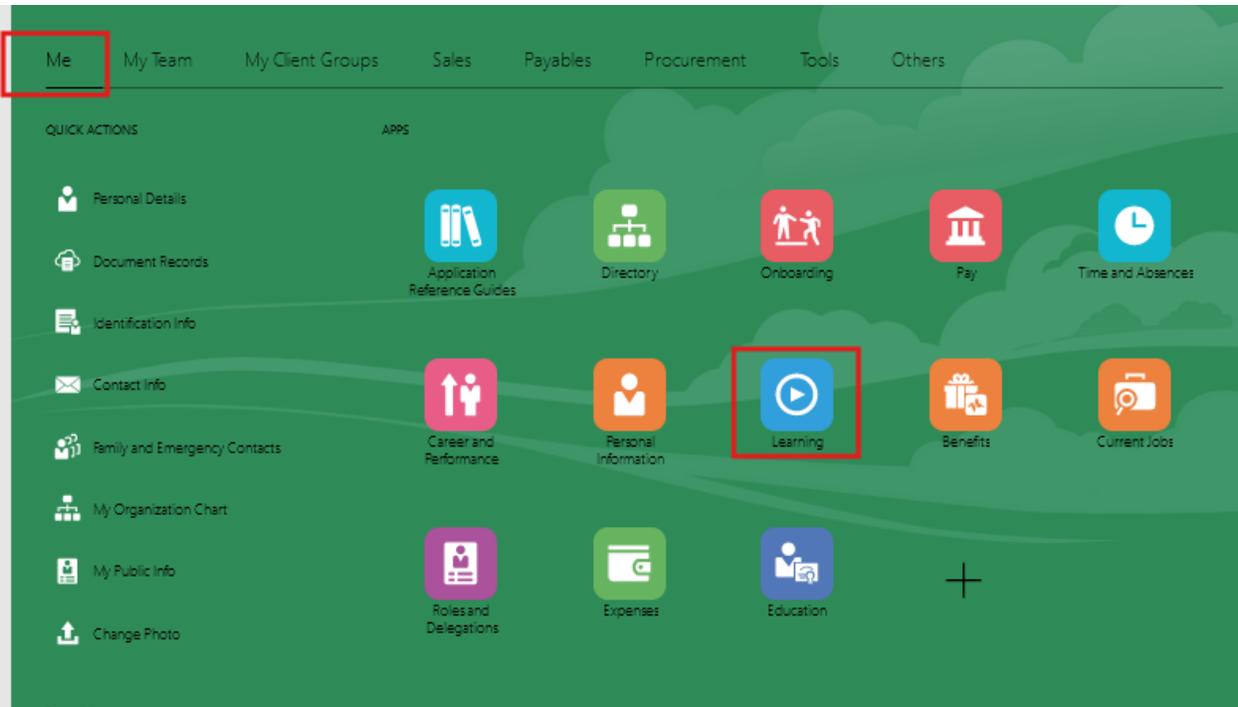


## How to complete training in Oracle Learn:

### PLEASE NOTE: To ensure that your training progress is saved...

- Use Firefox or Microsoft EDGE as your web browser
- Clear your browser cache and cookies before beginning

1. Log into Oracle HCM ([log-in instructions available here](#))
2. From the “Me” tab, click the “Learning” tile



3. All current Learning Assignments will be listed under “My Learning Experiences” or “My Learning.” Click on the name of the Learning Assignment you want to begin or resume.

The screenshot displays the Oracle Learn interface for "My Learning Experiences". At the top, the header "My Learning Experiences" is highlighted with a red box. Below it, there are search and filter options. The main content area shows "4 results" sorted by "Due date". Four learning assignment cards are listed:

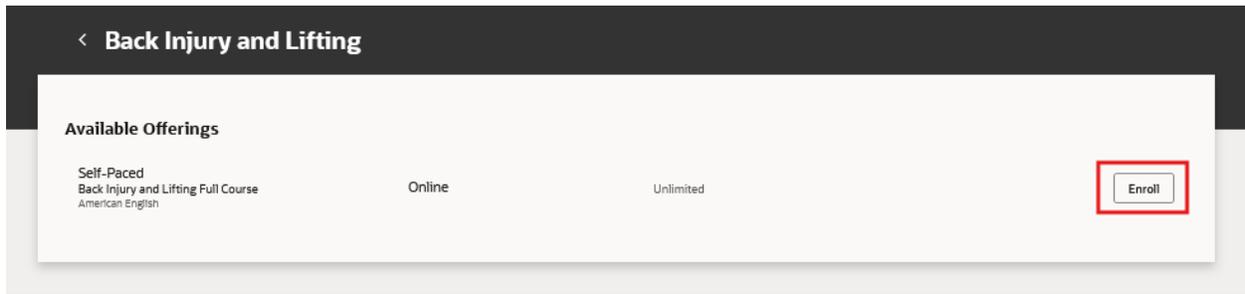
- Back Injury and Lifting**: Assigned by MIDD Office of...  
Due: 30-Apr-2024
- Building a Safe and Inclusive Community**: Assigned by MIDD Office of...  
Due: 26-Sep-2024
- Cybersecurity Awareness Training**: Assigned by MIDD Office of...  
Due: 29-Sep-2024
- Bloodborne Pathogen Exposure Prevention**: Assigned by MIDD Office of...  
Due: 14-Oct-2024

Each card includes a status indicator: "No Active Offering, required". At the bottom of the page, the navigation bar shows "Browse", "Search", and "My Learning", with "My Learning" highlighted by a red box.

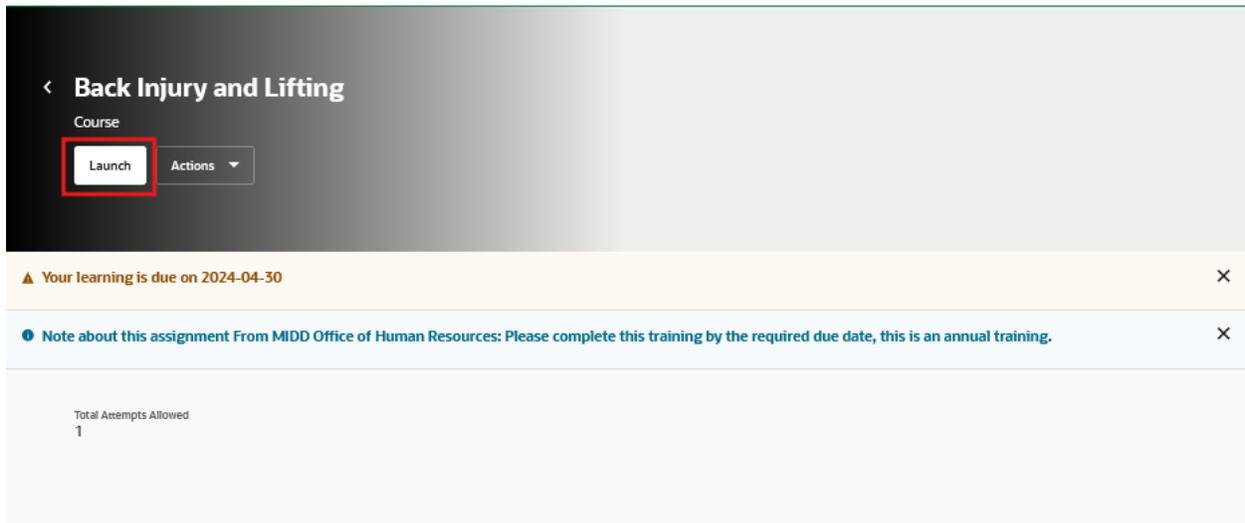
4. Note the due date and click “find offering”

The screenshot displays the Oracle Learn interface for a course titled "Back Injury and Lifting". At the top left, there is a back arrow and the course title. Below the title, the word "Course" is visible, followed by an "Actions" dropdown menu. A yellow notification banner at the top states "Your learning is due on 2024-04-30". Below this, a blue notification banner reads "Note about this assignment From MIDD Office of Human Resources: Please complete this training by the required due date, this is an annual training." The main content area features the text "You're enrolled in this learning, but need to enroll in an offering to get started." and a prominent "Find Offering" button.

5. Click “enroll.” Please note that some Courses contain multiple offerings.



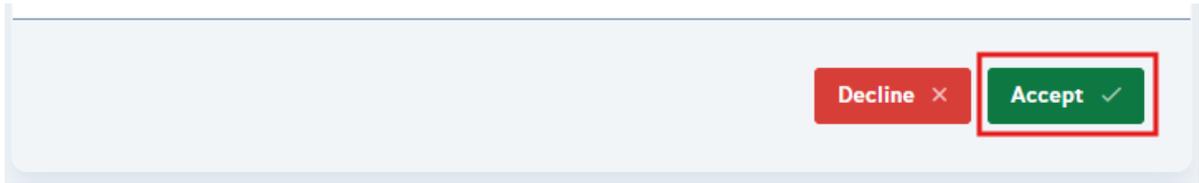
6. Select “Launch”



*PLEASE NOTE: The screenshots in steps 6-9 reflect learning content housed in VectorSolutions (i.e. the majority of our learning content). PDF and Weblink content will appear as shown below, click launch under each task, once the link is opened the task will mark “completed.”*



7. A separate browser window will open. Click “Accept” and proceed with the training in the new window.



8. Complete the course sections

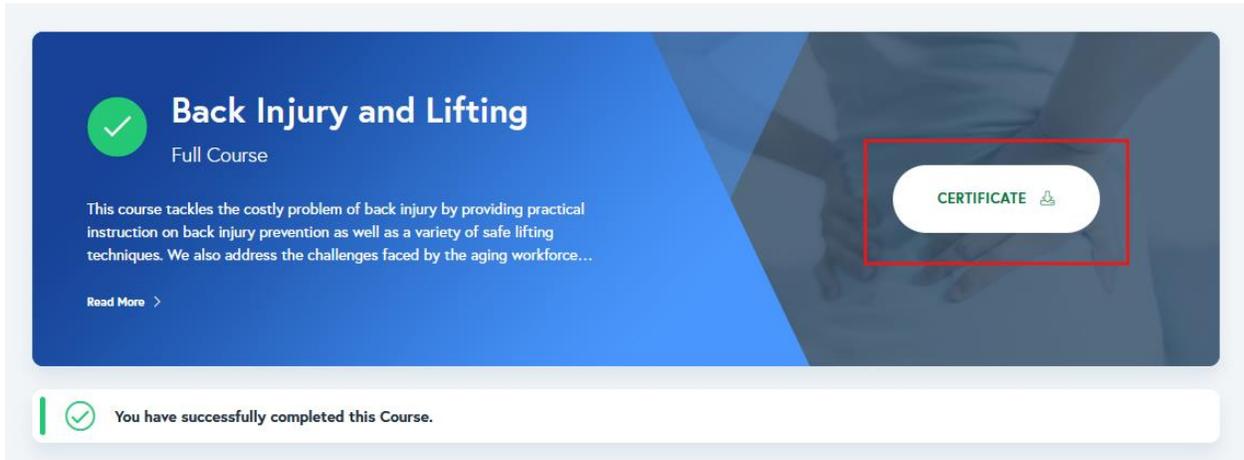
### Course Sections

0 / 7 Complete

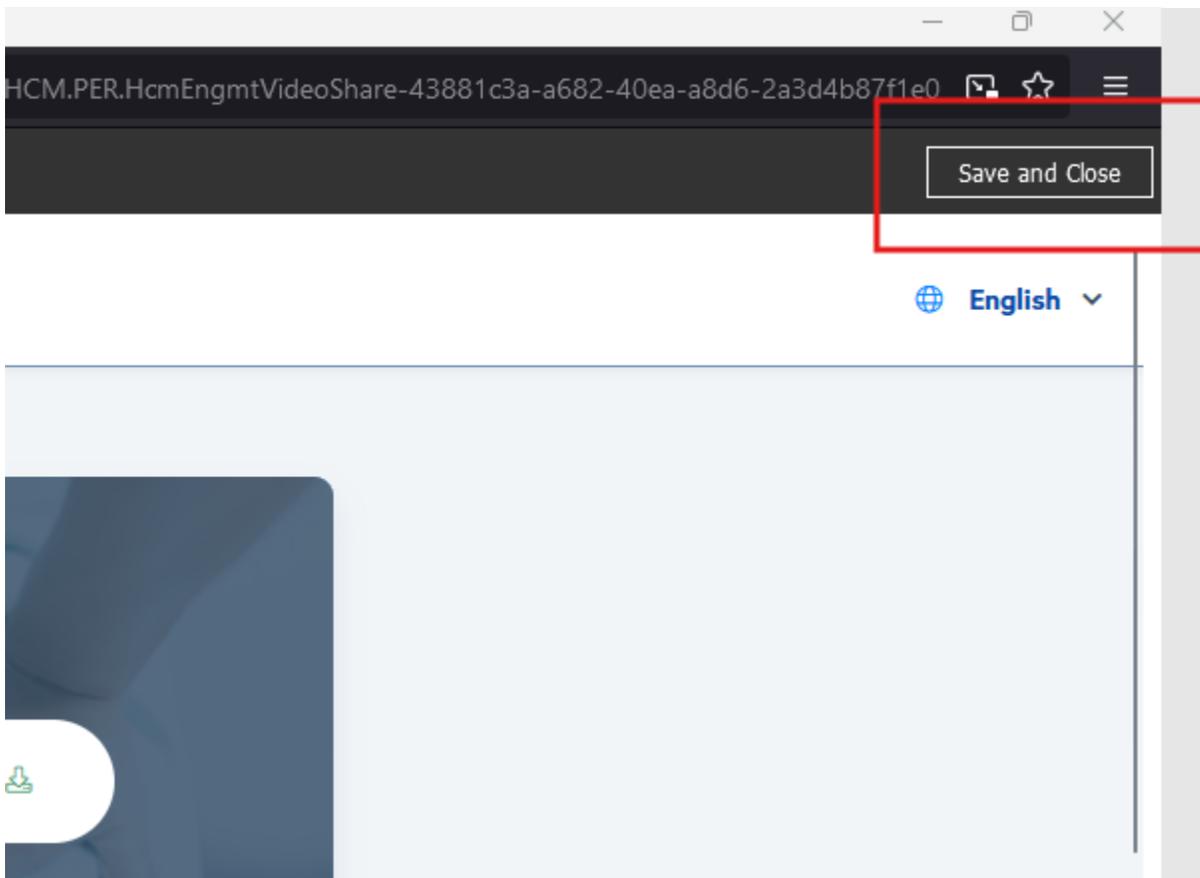
○○○○○○○

-  **Pre-assessment**  
About 2 Minutes Required >
-  Complete 'Pre-assessment' to unlock the next section.
-  **Introduction**  
About 2 Minutes Required Locked 
-  **Changing Behavior**  
About 2 Minutes Required Locked 
-  **Back Injury Prevention**  
About 4 Minutes Required Locked 
-  **Back Injury Prevention Techniques**  
About 5 Minutes Required Locked 
-  **Scenarios**  
About 3 Minutes Required Locked 
-  **Final Assessment**  
About 2 Minutes 80% required to pass Required Locked 

9. Once course is complete, save certificate (you will not be able to view certificate again after closing tab)



10. Click "Save & Close" before exiting tab



11. From the actions bar rate and or comment

The screenshot displays the Oracle Learn interface for a course titled "Back Injury and Lifting". The page includes a navigation bar with a "View Content" button and an "Actions" dropdown menu. The dropdown menu is open, showing options: "View More Enrollment Details", "View Learning Item Details", "Rate Learning", "Comments", "Report", and "Recommend". The "Rate Learning" and "Comments" options are highlighted with red boxes. Below the menu, there are two notification banners: "You completed this le... res on 2025-04-26" and "Note about this assign... an Resources: Please complete this training by the required due date, this is an annual training." The "Past attempts" section shows a "Passed" status with "Attempted On" date of "26-Apr-2024 2:45 PM UTC" and "Actual Effort" of "2661 seconds". At the bottom, it shows "Actual Effort" of "0.74 hours" and "Total Attempts Allowed" of "1".