



Quick Reference Guide: Accessing Training in Oracle Learning

Accessing the Oracle Learning Module

The **Learning app** in Oracle Cloud is used to access both online and classroom training courses.

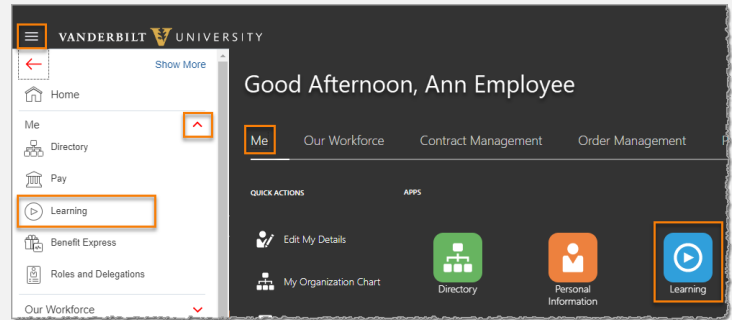
To access **Learning** from the **Navigator**:

- Click the Navigator (top left corner), expand the **Me** section, and then choose **Learning**.

To access **Learning** from your **Springboard***:

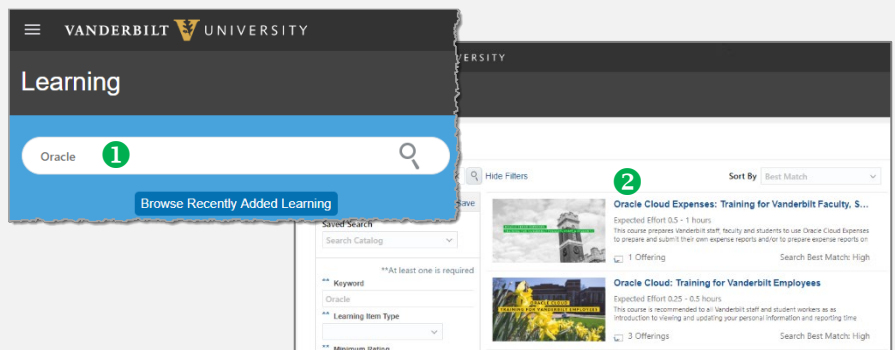
- Click on the **Learning** icon located in the **Me** section.

(*Available when selected in your personalizations. Click the **plus sign (+)** icon to select options for your Springboard.)



Searching for Training Courses

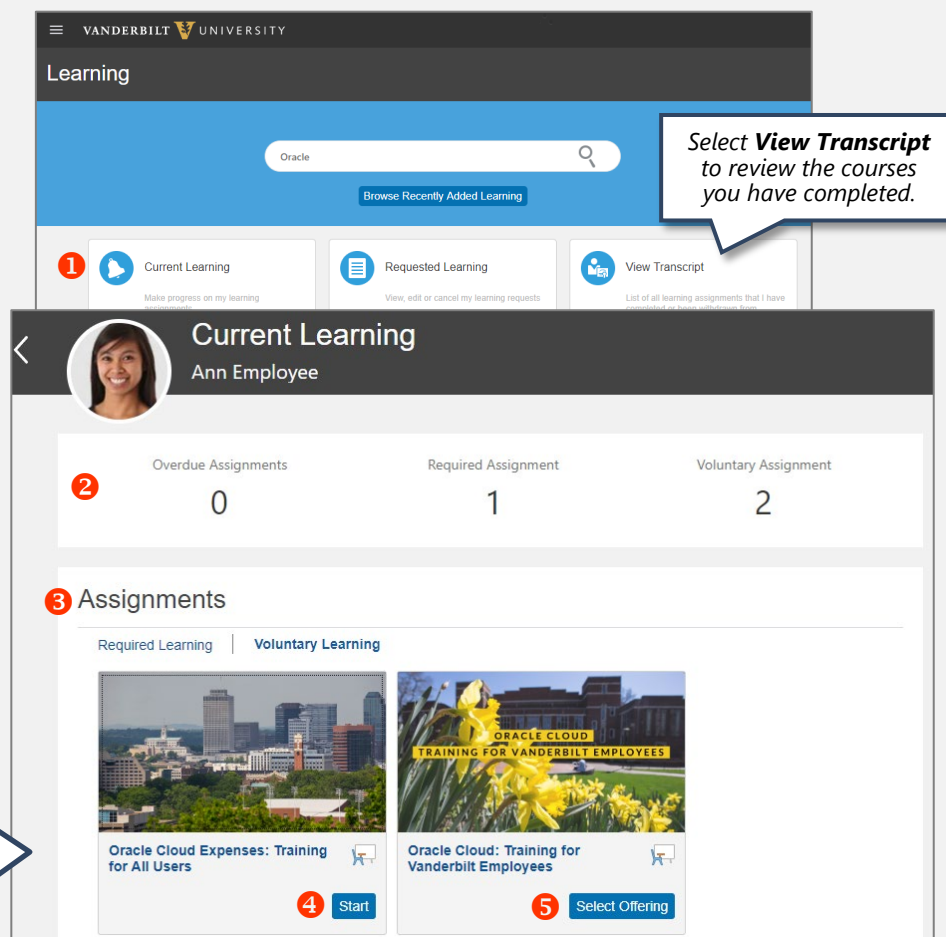
- 1 From the **Oracle Learning** home page enter a keyword in the search box and press **Enter** or click the magnifying glass to search for training. (For example, **Oracle**)
- 2 Select the name of a course you would like to view additional information about and then self-enroll to start learning.



Accessing Assigned Training

Certain training will be assigned to you by your manager or other groups on campus based on your roles and responsibilities

- 1 Select **Current Learning** to see your assigned training.
- 2 A summary of your assignments is shown at the top of the page.
- 3 Click the **Required Learning** or **Voluntary Learning** tab to access and complete your assignments. *Note: Courses in which you have self-enrolled will be available within the **Voluntary** section.*



- 4 Click **Start** to begin the course.
- 5 Some courses will have multiple sessions. Click **Select Offering** to choose a course session and start learning.