

Project Team Training Guide

Oracle HCM

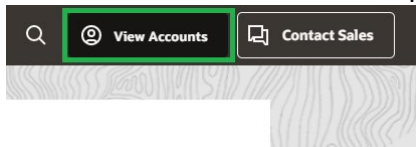


This is a guide to help you

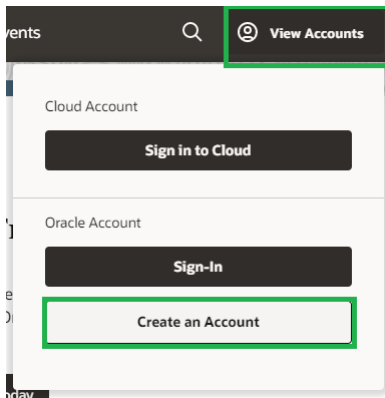
- create an Oracle account and navigate Oracle Learning Explorer
- select the recommended Explorer Learning pathways appropriate to your subject matter expertise (SME)
- complete learning paths and assessments to earn an Explorer badge, indicating your readiness to begin in the project implementation

Creating an Oracle Account

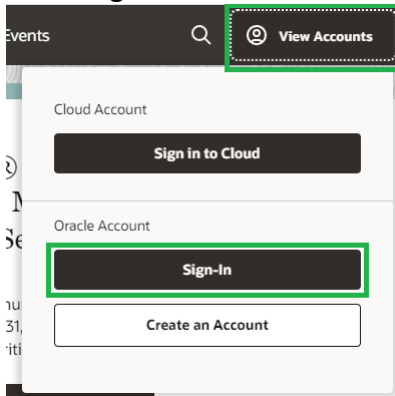
- Navigate to oracle.com
- Click “View Accounts” in the top right corner



- Click “Create an Account”



- Using your @usf.edu email address and password of your choice (*not your USF password*), complete the required profile information to create your account
- After completing the required profile information, verify your account from your @usf.edu email
- Return to oracle.com
- Click “View Accounts” in the top right corner
- Click “Sign-In” under Oracle Account



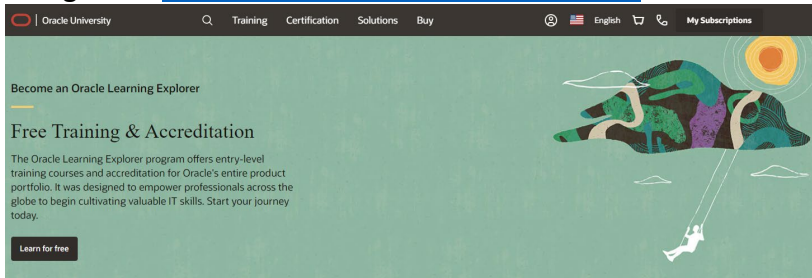
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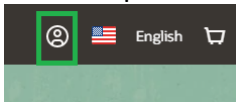


Logging in to Oracle Learning Explorer

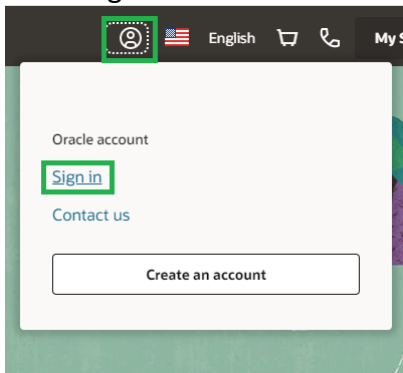
- Navigate to [Oracle University's Learning Explorer](#)



- Click the profile icon in the top right corner



- Click "Sign in"



- This should automatically sign you in, since you were already logged in to the homepage
 - If it does not, please sign in using the credentials you provided during your Oracle account creation
- You will select your learning paths from the links in a following section

Adding Learning Paths to your Queue

- When you click on a learning path below, it will open in a new tab
- Once the learning path page loads, click both the heart icon AND "enroll in this path"



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Selecting Appropriate Pathways

- Everyone involved in the project should take the following courses:

[Discover and Train in CyberSecurity*](#) 2h 57m

[Global HR](#) 2h 41m

**only tech team needs to focus on the CyberSecurity path*

- Based on your subject matter expertise (SME), select ALL applicable courses from the list below:

[Global Payroll](#) 1h 55m

[Compensation](#) 1h 54m

[Absence Management](#) 1h 23m

[Benefits](#) 1h 57m

[Time and Labor Cloud](#) 1h 52m

[HCM Cloud Integration \[Data\]](#) 2h 11m

[Performance Goal](#) 1h 37m

[Performance Management](#) 1h 48m

[Career Development](#) 1h 24m

[Succession Management](#) 57m

[Talent Review](#) 56m

[Learning](#) 2h 18m

[Recruiting](#) 1h 40m

[Profile Management](#) 1h 26m

[Workforce Health and Safety](#) 59m

[Human Resources Help Desk](#) 1h 1m

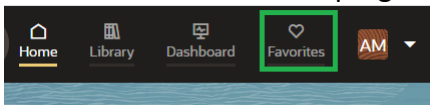
Finding and Beginning your Enrolled Learning Paths

- Once you have enrolled and favorited (hearted) all of your required learning paths, return to [Oracle University's Learning Explorer](#)

- Click "My Subscriptions" in the top right corner

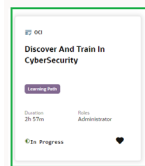
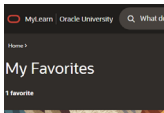


- Click "Favorites" in the top right corner

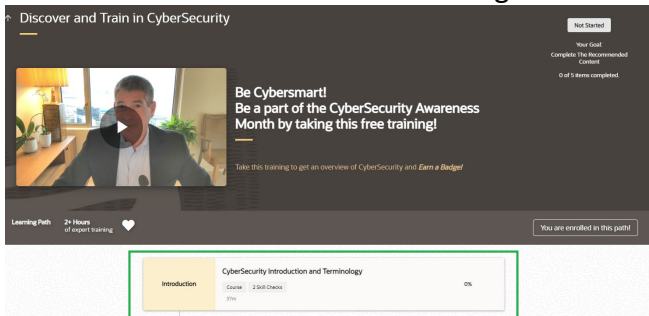


- Here you will find all the learning paths that you favorited in the previous step

- Click on a learning path from your favorites

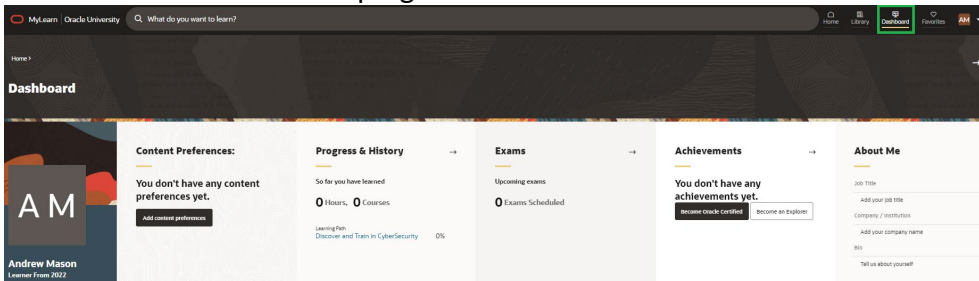


- Click the first "Introduction" tile to begin the course



- If you need to leave and return, navigate to [MyLearn](#)

- Click "Dashboard" in the top right corner



- On your dashboard, you will find your in-progress courses and your earned achievements (badges)

- You can resume a learning path by clicking on the link under "Progress & History"

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Completing Assessments and Earning Competency Badge

- After completing a learning path, complete the final assessment to earn your Explorer Badge
- You can see completed courses in your Achievements section, back on your Dashboard