

# Project Drive Training Guide

Step-by-step instructions

JANUARY 2024



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# Introduction

The purpose of this guide is to have a detailed list of steps to:

- Create an Oracle account and navigate to Oracle Learning Explorer.
- Select the recommended Oracle Learning Pathways appropriate for your subject matter expertise.
- Complete Learning Paths and assessments to earn an Explorer badge, indicating your readiness to begin in the project implementation.



# Sections

- 01** Creating an Oracle Account

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- 02** Logging into Oracle Learning Explorer

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- 03** Adding Learning Paths to Your Queue

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- 04** Selecting Appropriate Pathways

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- 05** Finding Your Enrolled Learning Paths

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- 06** Summary of Learning Available



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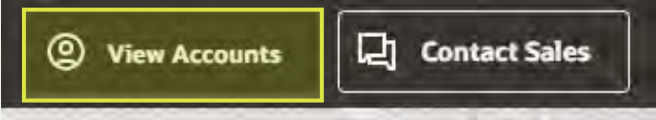
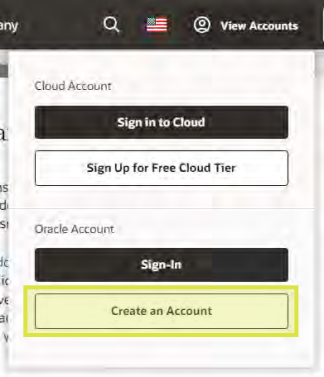
# Creating an Oracle Account





# Creating an Oracle Account

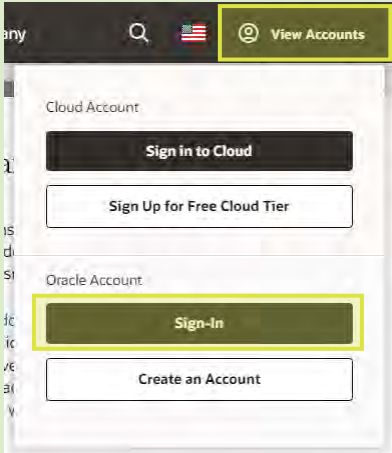
This step is only required if you have not created or logged into Oracle. If you have already done this, proceed to the next topic.

Step	Details
1	Navigate to <a href="https://oracle.com">oracle.com</a> .
2	Select <b>View Accounts</b> in the top-right corner. 
3	Select <b>Create an Account</b> . 
4	Using your USF email address, complete the required profile information to create your account. It is suggested to avoid using your USF password for the site.
5	After completing the required profile information, verify your account through your USF email. Once complete, return to <a href="https://oracle.com">oracle.com</a> .



# Creating an Oracle Account (continued)

This step is only required if you have not created or logged into Oracle. If you have already done this, proceed to the next topic.

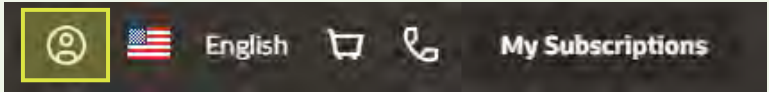
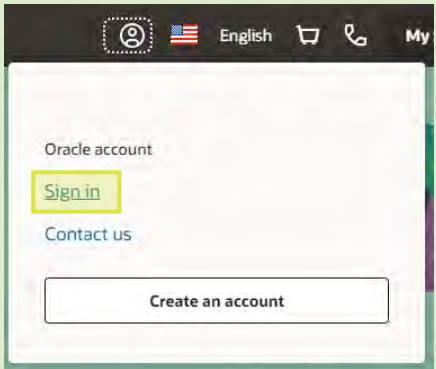
Step	Details
6	<p>Select <b>View Accounts</b> in the top right corner and then select <b>Sign-In</b>.</p>  A screenshot of the Oracle account management interface. At the top right, there is a 'View Accounts' button with a user icon, highlighted with a yellow box. Below it, the 'Cloud Account' section contains two buttons: 'Sign in to Cloud' (black) and 'Sign Up for Free Cloud Tier' (white). The 'Oracle Account' section contains two buttons: 'Sign-In' (black) and 'Create an Account' (white). The 'Sign-In' button is highlighted with a yellow box.



# — Logging into Oracle Learning Explorer

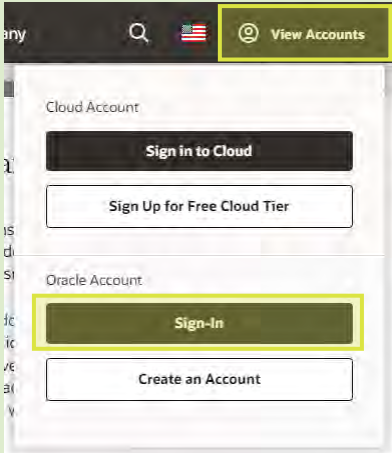


# Logging into Oracle Learning Explorer

Step	Details
1	Navigate to <a href="#">Oracle University's Learning Explorer</a> .
2	Select the <b>profile icon</b> in the top-right corner. 
3	Select <b>Sign in</b> . 
4	This should automatically sign you in since you were already logged into the homepage. If it does not, please sign in using the credentials you provided during your Oracle account creation.
5	You will select your learning paths from the links in the following section.



# Logging into Oracle Learning Explorer (continued)

Step	Details
6	<p>Select <b>View Accounts</b> in the top right corner and then select <b>Sign-In</b>.</p>  <p>The screenshot shows a dropdown menu for account management. At the top, there is a 'View Accounts' button with a user icon. Below it, the 'Cloud Account' section contains 'Sign in to Cloud' and 'Sign Up for Free Cloud Tier' buttons. The 'Oracle Account' section contains 'Sign-In' and 'Create an Account' buttons. The 'Sign-In' button is highlighted with a yellow border.</p>



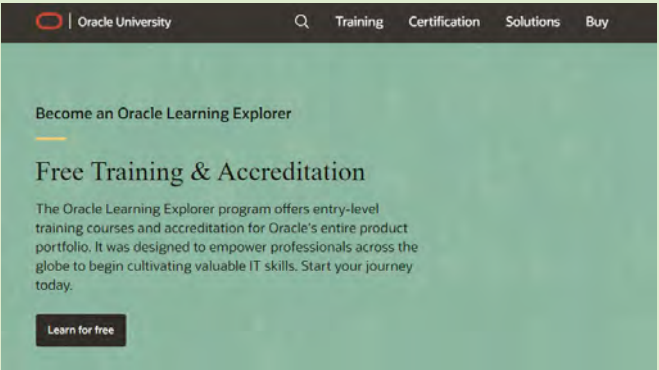
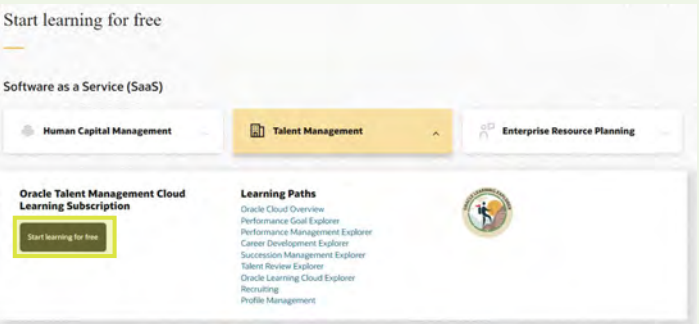
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# Adding Learning Paths to Your Queue



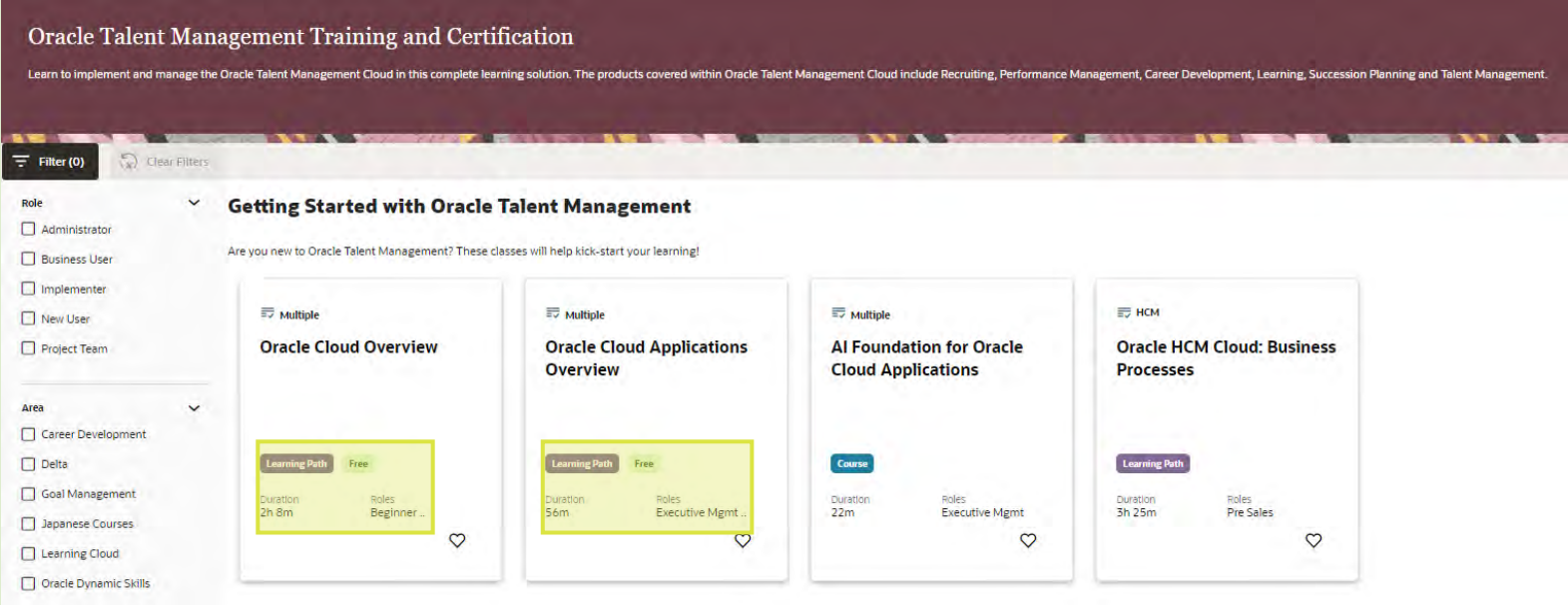


# Adding Learning Paths to Your Queue

Step	Details
1	<p>After following the previous steps, you should be on the main page that has the title of <b>Become an Oracle Learning Explorer</b>.</p> 
2	<p>You can select Learn for Free and/or scroll down on the page to review which free learning is available for you.</p> <p>Once you've identified which learning to take, select <b>Start learning for free</b>.</p> 



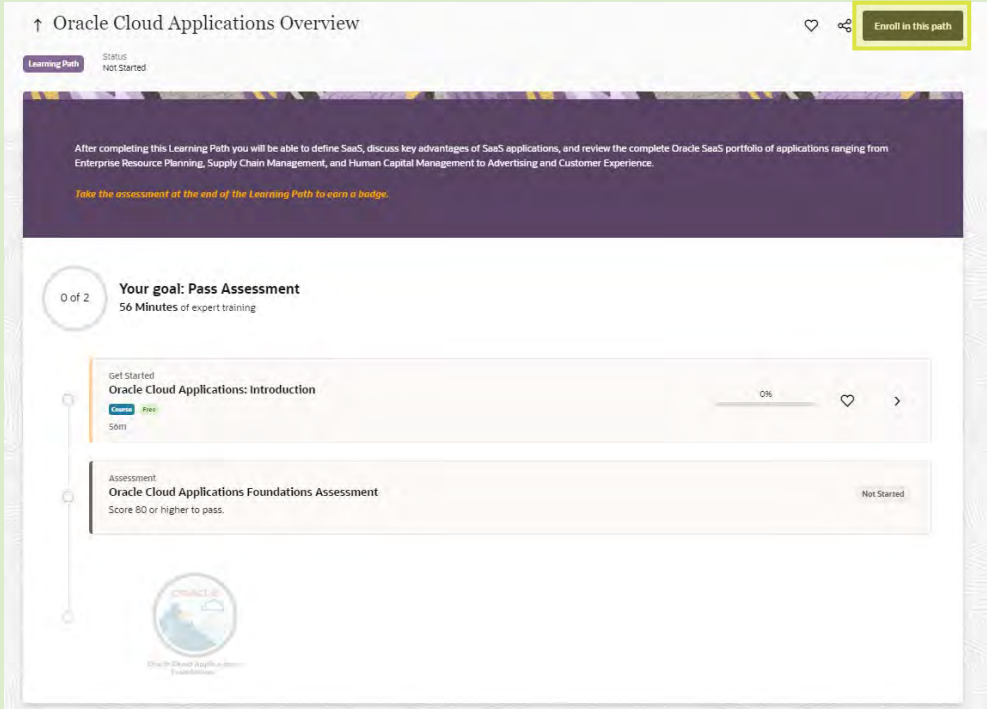
# Adding Learning Paths to Your Queue (continued)

Step	Details
3	<p>A variety of learning paths for the chosen topic will be displayed. Please review the <b>Duration</b>, <b>Roles</b>, and <b>Free</b> notes on items within Oracle University before starting. An example is shown below.</p>  <p>The screenshot displays the Oracle Talent Management Training and Certification page. The main heading is "Oracle Talent Management Training and Certification" with a sub-heading "Learn to implement and manage the Oracle Talent Management Cloud in this complete learning solution. The products covered within Oracle Talent Management Cloud include Recruiting, Performance Management, Career Development, Learning, Succession Planning and Talent Management." Below this, there is a filter section with "Filter (0)" and "Clear Filters" options. The main content area is titled "Getting Started with Oracle Talent Management" and includes a question "Are you new to Oracle Talent Management? These classes will help kick-start your learning!". Four learning path cards are shown:</p> <ul style="list-style-type: none"><li><b>Oracle Cloud Overview</b>: Learning Path, Free, Duration 2h 8m, Roles Beginner...</li><li><b>Oracle Cloud Applications Overview</b>: Learning Path, Free, Duration 56m, Roles Executive Mgmt...</li><li><b>AI Foundation for Oracle Cloud Applications</b>: Course, Duration 22m, Roles Executive Mgmt...</li><li><b>Oracle HCM Cloud: Business Processes</b>: Learning Path, Duration 3h 25m, Roles Pre Sales...</li></ul>

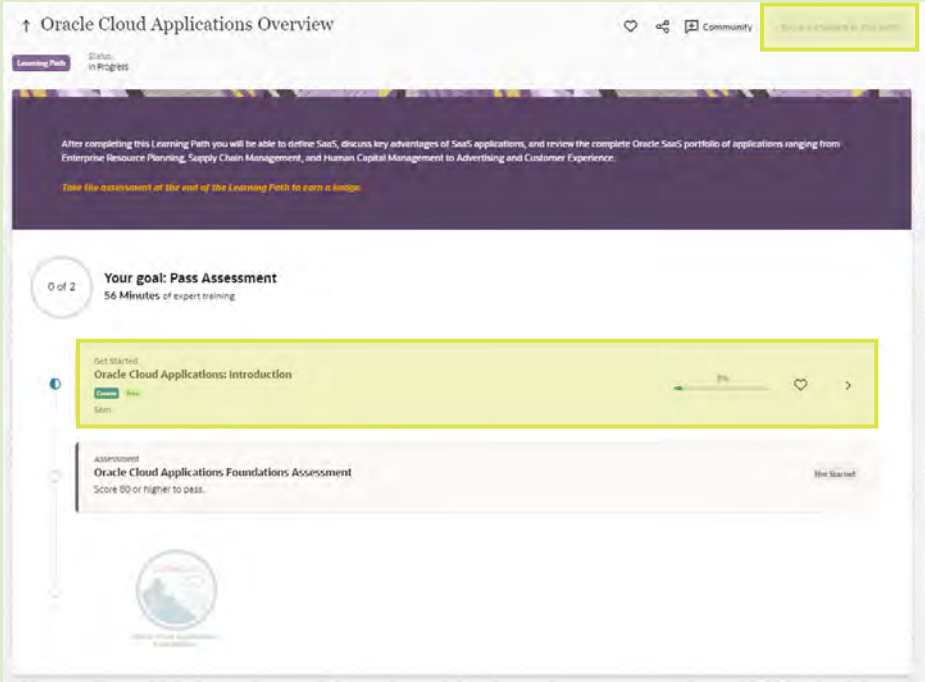




# Adding Learning Paths to Your Queue (continued)

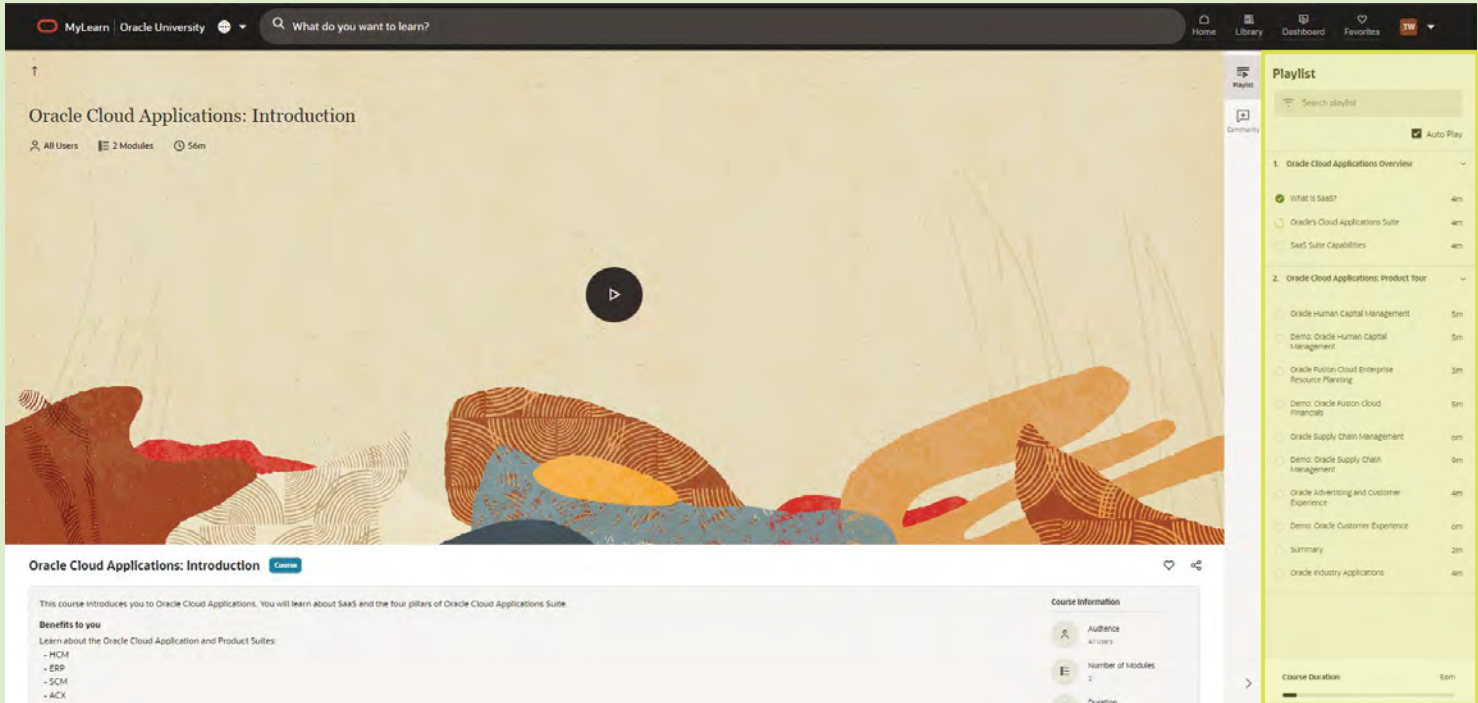
Step	Details
4	<p>After reviewing the components of the learning path, select <b>Enroll in this path</b> if you would like to pursue the learning.</p> 

# Adding Learning Paths to Your Queue (continued)

Step	Details
5	<p>After enrolling, the top right corner confirms you are enrolled, and you can begin the learning by selecting the first item in the list is shown by selecting the arrow or anywhere within the box.</p> 



# Adding Learning Paths to Your Queue (continued)

Step	Details
6	<p>Once the learning has started, you can view the playlist and duration on the right column and pause/play the learning as you need.</p>  <p>The screenshot displays the Oracle MyLearn interface for the course 'Oracle Cloud Applications: Introduction'. The main content area shows a video player with a play button in the center. Below the video, there is a course description and a 'Benefits to you' section listing HCM, ERP, SCM, and ACX. On the right side, a 'Playlist' panel is visible, listing various modules and their durations. The playlist includes 'Oracle Cloud Applications Overview' and 'Oracle Cloud Applications: Product Tour' with sub-modules like 'What is SaaS?', 'Oracle's Cloud Applications Suite', 'SaaS Suite Capabilities', 'Oracle Human Capital Management', 'Oracle Fusion Cloud Enterprise Resource Planning', 'Oracle Supply Chain Management', and 'Oracle Advertising and Customer Experience'. The total course duration is 56m.</p>

# Selecting Appropriate Pathways





# Selecting Appropriate Pathways

## PROJECT TEAM

- Everyone involved in the project should take the following courses to have a basis of foundational information:
  - [Discover and Train in CyberSecurity](#) (IT or tech teams only)
  - [Global HR Explorer](#)

## DEPARTMENT OR MODULE-SPECIFIC

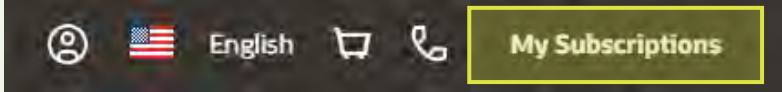
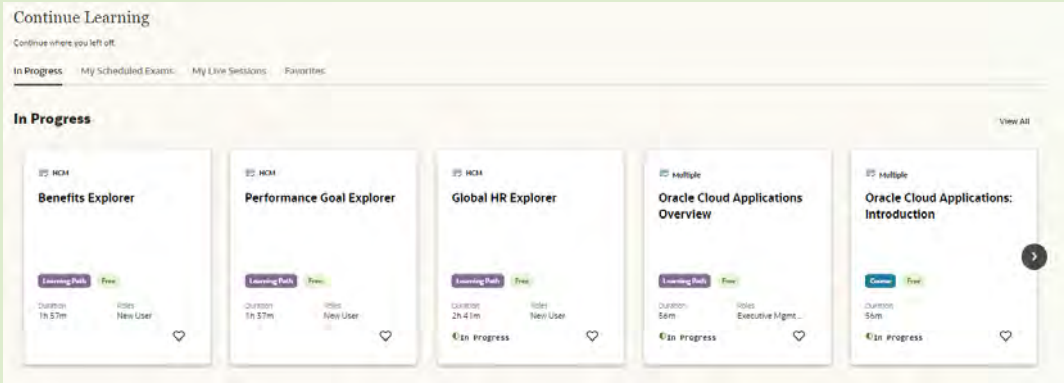
- Based on your subject matter expertise, you can select and complete all applicable courses.
- The list is shown in the Summary of Learning Available section.

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# Finding Your Enrolled Learning Paths



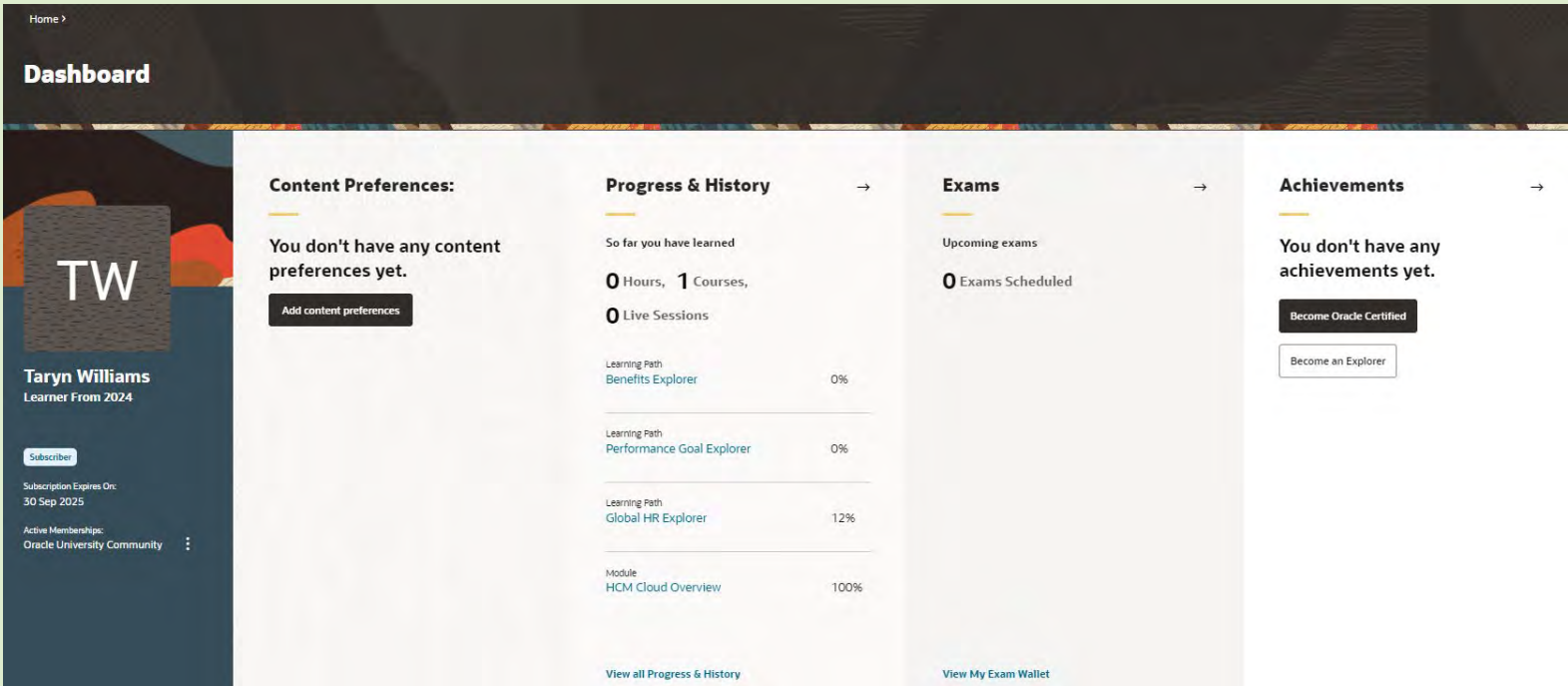
# Finding Your Enrolled Learning Paths

Step	Details
1	Once you have enrolled in all your required or needed learning paths, return to <a href="#">Oracle University's Learning Explorer</a> .
2	Select <b>My Subscriptions</b> in the top-right corner. 
3	You will see a continued learning screen with all learning paths and in-progress learning. Select any in-progress tile to begin or resume your learning. 






# Finding Your Enrolled Learning Paths (continued)

Step	Details										
4	<p>In addition to step 3, you can select Dashboard in the top right corner to review your progress and history, as well as achievements.</p>  <p>The screenshot displays the Oracle Learning Path Dashboard for user Taryn Williams. The dashboard is divided into four main sections:</p> <ul style="list-style-type: none"><li><b>Content Preferences:</b> A section with the heading "You don't have any content preferences yet." and a button labeled "Add content preferences".</li><li><b>Progress &amp; History:</b> A section titled "So far you have learned" showing a summary of "0 Hours, 1 Courses, 0 Live Sessions". Below this is a list of learning paths with their progress percentages:<table border="1"><thead><tr><th>Learning Path</th><th>Progress</th></tr></thead><tbody><tr><td>Benefits Explorer</td><td>0%</td></tr><tr><td>Performance Goal Explorer</td><td>0%</td></tr><tr><td>Global HR Explorer</td><td>12%</td></tr><tr><td>HCM Cloud Overview (Module)</td><td>100%</td></tr></tbody></table>A link "View all Progress &amp; History" is located at the bottom of this section.</li><li><b>Exams:</b> A section titled "Upcoming exams" showing "0 Exams Scheduled" and a link "View My Exam Wallet".</li><li><b>Achievements:</b> A section with the heading "You don't have any achievements yet." and two buttons: "Become Oracle Certified" and "Become an Explorer".</li></ul> <p>The user profile on the left includes the name "Taryn Williams", the role "Learner From 2024", a "Subscriber" badge, and a subscription expiration date of "30 Sep 2025".</p>	Learning Path	Progress	Benefits Explorer	0%	Performance Goal Explorer	0%	Global HR Explorer	12%	HCM Cloud Overview (Module)	100%
Learning Path	Progress										
Benefits Explorer	0%										
Performance Goal Explorer	0%										
Global HR Explorer	12%										
HCM Cloud Overview (Module)	100%										

# Finding Your Enrolled Learning Paths (continued)

Step	Details
4	<p>After completing a learning path, you'll be required to pass the final assessment to earn an <b>Explorer Badge</b>. You can also see completed courses in your Achievements section within the Dashboard.</p> <div data-bbox="817 564 1735 929"><p>The image shows three circular 'Oracle Learning Explorer' badges. Each badge features a silhouette of a person climbing a mountain with a red flag at the peak. The text 'ORACLE LEARNING EXPLORER' is written around the top inner edge of each badge. Below each badge is its corresponding course name: 'Oracle HCM Cloud Time and Labor', 'Oracle HCM Cloud Integration', and 'Oracle HCM Cloud Benefits'. A large, semi-transparent green word 'Example' is overlaid across the center of the three badges.</p></div>

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# Summary of Learning Available





# Summary of Learning Available

The following education courses are recommended to prepare for Oracle implementation and for the project team to make key decisions.

## Learning Paths – Under an hour

<a href="#"><u>Talent Review</u></a>	55 minutes
<a href="#"><u>Succession Management Explorer</u></a>	57 minutes
<a href="#"><u>Workforce Health &amp; Safety Explorer</u></a>	59 minutes

## Learning Paths – Over two hours

<a href="#"><u>Learning Explorer</u></a>	2 hours 18 min.
<a href="#"><u>HCM Cloud Integration Explorer</u></a>	2 hours 11 min.
<a href="#"><u>Global HR Explorer</u></a>	2 hours 41 min.

## Learning Paths – Over an hour

<a href="#"><u>Global Payroll Explorer</u></a>	1 hour 55 min.
<a href="#"><u>Compensation Explorer</u></a>	1 hour 54 min.
<a href="#"><u>Absence Management Explorer</u></a>	1 hour 23 min.
<a href="#"><u>Benefits Explorer</u></a>	1 hour 57 min.
<a href="#"><u>Time and Labor Explorer</u></a>	1 hour 52 min.
<a href="#"><u>Recruiting Explorer</u></a>	1 hour 40 min.
<a href="#"><u>Profile Management Explorer</u></a>	1 hour 26 min.
<a href="#"><u>HR Help Desk Explorer</u></a>	1 hour 1 min.
<a href="#"><u>Performance Goal Explorer</u></a>	1 hour 37 min.
<a href="#"><u>Performance Management Explorer</u></a>	1 hour 48 min.
<a href="#"><u>Career Development Explorer</u></a>	1 hour 24 min.



# Summary of Learning Available | Descriptions

Learning Paths – Under an hour

## LEARNING

## LEARNING PATH IS FOR

## LEARNING PATH COVERS

Talent Review

This Learning Path is for anyone new to Talent Review and also job roles such as:

- Manager
- HR Specialist

This Learning Path covers:

- An overview of Talent Review
- Talent Review Tasks for a manager
- Talent Review Tasks for an HR Specialist

Succession Management Explorer

The Learning Path is for anyone new to Succession Management and job roles such as:

- Implementer
- Administrator
- HR Specialist
- HR Administrator

This Learning Path covers:

- Succession Management Overview
- Managing Succession Management as a Manager
- Managing the Setup and Maintenance Tasks for Succession Planning
- Managing Succession Management Plans

Workforce Health & Safety Explorer

This Learning Path is for anyone new to Workforce Health and Safety and job roles such as:

- Employee
- Manager

This Learning Path covers:

- An overview of Workforce Health and Safety
- Workforce Health and Safety Tasks for an Employee
- Workforce Health and Safety tasks for a HR Administrator

# Summary of Learning Available | Descriptions

Learning Paths – Over an hour

## LEARNING

## LEARNING PATH IS FOR

## LEARNING PATH COVERS

Global Payroll Explorer

This Learning Path is for anyone new to Global Human Resources, and also to job roles such as:

- HR Specialist
- Line Managers
- Implementers
- Administrators
- Power Users

This Learning Path covers:

- Global Human Resources Overview
- Employee Tasks
- Manager Tasks
- HR Specialist Tasks
- Global Human Resources Additional Features

Compensation Explorer

This Learning Path is applicable for anyone new to Compensation and, also to job roles such as:

- Employees
- Line Managers
- Compensation Team members
- Administrators
- Implementers

This Learning Path covers:

- Compensation Overview
- Base Compensation
- Individual Compensation
- Workforce Compensation
- Total Compensation
- Compensation History

Absence Management Explorer

This Learning Path is applicable for anyone who is new to Absence Management, and also to job roles such as:

- Employees
- HR Team Members
- Implementers
- Administrators
- Power Users

This Learning Path covers:

- Absence Management Overview
- Getting Started with Absence Management
- Recording Absences
- Managing Absence Records



# Summary of Learning Available | Descriptions

Learning Paths – Over an hour

## LEARNING

## LEARNING PATH IS FOR

## LEARNING PATH COVERS

Benefits Explorer

This Learning Path is applicable for anyone who is new to Benefits and, also to job roles such as:

- Employees
- Benefit Implementers
- Benefit Administrators

This Learning Path covers:

- Benefits Overview
- Life Events
- Using Benefits as an Employee and as an Administrator
- Open Enrollment
- Benefits Billing
- Selling Vacation and Sick Time

Time and Labor Explorer

This Learning Path is for anyone new to Time and Labor, and also to job roles such as:

- Employees
- Managers
- Time and Labor Administrators

This Learning Path covers:

- Time and Labor Overview
- The Time and Labor Manager/Administrator
- Manager Self Service
- Employee Self Service

Recruiting Explorer

This Learning Path is applicable for anyone who is new to Recruiting and, also to job roles such as:

- Recruiters
- Supervisors, Line and Hiring Managers
- Administrators
- Implementers

This Learning Path covers:

- Hiring Overview
- Create a Job Opening
- Sourcing
- The Applicant
- The Hire

# Summary of Learning Available | Descriptions

Learning Paths – Over an hour

## LEARNING

## LEARNING PATH IS FOR

## LEARNING PATH COVERS

Profile Management Explorer

This Learning Path is applicable to anyone who is new to Profile Management and, also to job roles such as:

- Talent Management Implementer
- Talent Management Administrator
- HR Specialist
- HR Generalist

This Learning Path covers:

- Profile Overview
- Managing Profiles as an Employee, Manager, and HR Specialist
- Administrator Functions

HR Help Desk Explorer

This Learning Path is applicable for anyone who is new to Human Resources Help Desk, and also to job roles such as:

- Employees
- Help Desk Agents
- Implementers
- Administrators

This Learning Path covers:

- Human Resources Help Desk Overview
- Getting Started with Human Resources Help Desk
- Service Requests
- Administering the Help Desk

Performance Goal Explorer

This Learning Path is for anyone that is new to Performance Goal Management, and also to job roles such as

- Employee
- Manager
- HR Specialist
- HR Administrator

This Learning Path covers:

- Performance Goal Overview
- Employee Performance Goal Activities
- Manager Performance Goal Tasks
- HR Specialist Performance Goal Tasks
- HR Administrator Goal Tasks



# Summary of Learning Available | Descriptions

Learning Paths – Over an hour

## LEARNING

## LEARNING PATH IS FOR

## LEARNING PATH COVERS

Performance  
Management Explorer

This Learning Path is for anyone new to Performance Management, and also to job roles such as:

- Employee
- Manager
- HR Specialist
- Administrators

This Learning Path covers:

- Performance Management Overview
- Managing Performance Management as an Employee
- Managing Performance Management as a Manager
- Managing your Area of Responsibility Employee's Performance Management
- Managing the Performance Management Template

Career Development  
Explorer

This Learning Path is applicable for anyone new to Career Development, and also to job roles such as:

- Employee
- Manager
- HR Specialist

This Learning Path covers:

- Career Development Overview
- Managing Career Development as an Employee and as a Manager
- Managing your Employee's Career Path

# Summary of Learning Available | Descriptions

Learning Paths – Over two hours

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Learning Explorer	This Learning Path is for anyone new to OLC, and also to job roles such as: <ul style="list-style-type: none"> <li>Administrators</li> <li>Managers</li> <li>Employee Learners</li> </ul>	This Learning Path covers: <ul style="list-style-type: none"> <li>Learning Overview</li> <li>Content and catalog management</li> <li>Promote learning to your team</li> <li>Take advantage of learning</li> </ul>
HCM Cloud Integration Explorer	This Learning Path is applicable for anyone new to Cloud Integration and also, jobs such as: <ul style="list-style-type: none"> <li>Managers and Specialists</li> <li>Implementers</li> <li>Line Managers</li> </ul>	This Learning Path covers: <ul style="list-style-type: none"> <li>Data Migration and Import Tools Overview</li> <li>Learning to work in the Data Exchange Work Area</li> <li>Using Spreadsheet Data Loader</li> <li>Overview of Data Extract tools</li> <li>Running an OTBI Analysis</li> <li>Running a BIP Report</li> </ul>
Global HR Explorer	This Learning Path is for anyone new to Global Human Resources, and also to job roles such as: <ul style="list-style-type: none"> <li>HR Specialist</li> <li>Line Managers</li> <li>Implementers</li> <li>Administrators</li> <li>Power Users</li> </ul>	This Learning Path covers: <ul style="list-style-type: none"> <li>Global Human Resources Overview</li> <li>Employee Tasks</li> <li>Manager Tasks</li> <li>HR Specialist Tasks</li> <li>Global Human Resources Additional Features</li> </ul>





# Questions?

Reach out to [HRtransformation@usf.edu](mailto:HRtransformation@usf.edu)