# Lloyd's Workday Learning platform



# How to Navigate the Lloyd's Workday Learning platform

The Lloyd's Workday Learning Platform provides a simple and intuitive learning experience with access to the latest curated Lloyd's learning content, recommendations, and required training.

Audience: This Job Aid is aimed at Lloyd's Market Employees.

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### **Detailed Process Steps**

#### 1. Login Instructions

#### How to register as a new user

- Navigate to https://identity.lloyds.com and select request access to Lloyd's applications.
- From the list of applications, select Select Show more applications to expand the list.

≡ LLOYD'S
Choose the applications you need to access.
Application Onboarding
CMR Offline Validator
Core Market Returns
DCOM
Insights Hub - New Company Registration
Insights Hub - New User
\$how more applications
Next

- Select Learning for Market and Providers and select Next to continue with your registration.
- Enter your First Name, Last Name, and Email Address.
   Note: All fields on this screen are mandatory. A valid work email address must be entered as your verification and password setting emails will be sent to this address (personal email addresses are not permitted).
- Select Next to proceed with your request.

ELLOYD'S		8
< Back		
Your details		
First Name		
Last Name		
Email Address		
Next Cancel		
	For help contact our support tea	iam
	via email on identity@lloyds.com	δη Mπ

- Select your **Organisation type** from the drop-down list.

- Type your Organisation name and select the Country location from the drop-down list.
- Select Next to proceed with your access request.

	8
< Back	
Organisation details	
Organisation type	•
Organisation name	
Country	*
Next Cancel	
Forh	elp contact our support team
via <del>(</del>	mail on dentity@lloyds.com

Additional information will be needed based on the application(s) you are requesting access to.
 Once you have gathered the additional information for your request, *select* Start.

	÷
Back	
You will be asked for the following information.	
For Core Market Returns you will need: depending on your role	
Managing Agent Code	
Coverholder PIN	
A response to your request usually takes 24 hours.           Start         Cancel	
For help contact our support team	
via email on i <u>dentity@kyds.com</u>	

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*Enter* the requested information. *Select* **Next**. **Note**: If you have requested access to more than one system, this screen will be repeated until all the information required by each application has been provided.

ELLOYD'S	L
< Back	
For access to Core Market Returns	
Please select only one of the following:	
Corporation User	*
Managing Agent	-
If you are a Broker/Coverholder, please supply your Managing Agent Code and Coverholder PIN	~
Next Cancel	
For help contact our support team	
via email on identity@floyds.com	

- On the Summary screen, *review* all the information you have entered is correct and *select* **Send Request**.

#### Next steps:

Your request(s) will be sent to the appropriate administrator(s) for review. You will receive an email notifying you of the outcome once your request has been reviewed (please allow at least 48 hours for approvals to be processed). You will also receive several emails as follows:

- A request verification email select the link within 24-hours to confirm your email address. This needs to be done before you can access any of the applications requested.
- A password reset email select the link to go to the password reset screen and enter a password of your choice.
- Emails confirming each application request you made.

#### 2. Lloyd's Workday Learning Navigation

 To get started, select Lloyd's Market & Providers from the homepage. Enter your login credentials to access Workday.



- From to your Workday Homepage select View all apps and click Learning.



- Your **Learning Home** page will show recommended learning based on your preferences and required learning that has been assigned to you.
- The **My Learning** tab houses your learning history, ability to drop an enrollment, and the ability to set learning preferences.
- The Discover tab provides the learning catalog for you to search or browse learning that has been made available to the Lloyd's market.



 For the best experience, it is recommended to personalize your preferences. This will ensure relevant content appears on your Learning Home page. Select the My Learning tab.

LLOYD'S		
Learning		←
ណ៍	Learning Home	
œ	My Learning	
<u>P</u>	Discover	

- Select Personalize Preferences.

	View Your Learning History Access your learning transcript to view a record of your learning history. View Learning Transcript →
Â	Need to Drop an Enrollment?         Drop enrollments for your learning content quickly and easily.         Drop Enrollment →
	Personalize Your Learning Preferences         See learning content based on topics that interest you.         Personalize Preferences →

Select Learning for the Lloyd's Market from the What Topics Interest You drop-down. Select OK.

Learning Preferences			
Select topics of interest to customize your learning dashboard.			
What Topics Interest You?	× Learning for the Lloyd's market	≔	
Preferred Time Zone		:=	

- Recommended learning within this topic will now appear on your Learning Home tab.

#### 3. Browse the Learning Catalogue

Navigate to the Discover tab and select Browse Learning Report.
 Note: You can also select Browse Topics then select Learning for the Lloyd's Market to navigate to the learning report.

Discover			
8	Browse Learning Topics Use topics to find a wide range of learning content. Browse Topics →		
	Browse Learning Report Browse Learning Report		

 You will be directed to the Browse Learning Report page. You can search learning courses using the search bar as well as use filters on the left-hand side of the screen to filter by Access Type, Content Provider, or Content Type.



#### 4. Enroll in Content

- Select the course name to Enroll in a course.



- The description and course details will be available to review. To enroll in a digital course, *select* the **Start Course** button.

Lloyd's Regulatory Tools Train	ning		
Introduction Welcome to the Lloyd's International Trading Advice (LITA) regulatory too To complete this course, you will need to read through all the content and quiz. The pass mark for the quiz is 90%. This module should take approximately 20 minutes to complete. On com Show All ~	ls training module. I pass a ten question pletion of this		
			Start Course
Lessons in This Course Additional Course Details		Lessons	Delivery Mode
Lessons in This Course	Completed 0/1	1	Self-Directed
1 Lloyd's Regulatory Tools Training Introduction	Media	☆ Rate 🛛	Save

Select Launch Content to begin the course. The course will open in a new browser window. Please
ensure popup blockers are turned off for content to launch.



- The course will now appear within the My Learning tab in the Continue Learning section for you to access as needed to complete.
- If the course you wish to enroll in has an instructor-led component select the Select Offering button.

Introduction to Lloyd's and the London Market	
Lloyd's is an international insurance market place. The insurance and reinsurance transacted at Lloyd's is primarily for large, specialist risks which most insurers elsewhere in the world are unable or unwilling to	

primarily for large, specialist risks which most insurers elsewhere in the w cover.	orld are unable or unwilling to		Salart Offaring
Lessons in This Course Additional Course Details		Lessons	Delivery Mode
Lessons in This Course	Completed 0/3	3	Hybrid
1 Introduction to Lloyd's and the London Market - W In this workshop you will learn:	Webinar	Save	

- Select the offering you wish to attend. Select OK. Select Submit.

Select (	Select Offering						
Offerings 1 ite	em						<b>≣ ⊡ ∟</b>
Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status
1		Fri, 4 Feb 2022, 22:00 United Kingdom Time (London)	Sat, 5 Feb 2022, 01:00 United Kingdom Time (London)	Aaron Boyle	25 out of 25	No	Open î
Click Express In	Control of the second sec						
ок	) G	ancel					$\bigcirc$

- You are now enrolled in the selected offering on the instructor-led course.

#### 5. Drop Content

- Navigate to the My Learning tab and select Drop Enrollment.

My Learning			
	View Your Learning History Access your learning transcript to view a record of your learning history. View Learning Transcript →		
Â	Need to Drop an Enrollment?         Drop enrollments for your learning content quickly and easily.         Drop Enrollment →		
	Personalize Your Learning Preferences See learning content based on topics that interest you. Personalize Preferences →		

- Select the **Program or Course** you wish to drop. Select **OK**.

Drop Learning Enrollment			
Program or Course	× Lloyd's Regulatory Tools Training	··· :=	
ОК	Cancel		

- You will be prompted to select a Drop Reason. Select OK at the bottom of the screen.

Drop Leai	rning Enrollment	Lloyd's Reg	ulatory Tools Training	 010 101
Drop Reason *	× No Longer Convenient > Suitable	Not 😑		
ок	Cancel			

- Review the Drop Learning Enrollment screen and select Submit.
- The course will no longer appear on your My Learning tab.

#### 6. View and Print Learning Transcript

- Select the My Learning Tab.
- To view your learning history, select View Learning Transcript.

My Learning						
	View Your Learning History         Access your learning transcript to view a record of your learning history.         View Learning Transcript >					
Ø	Need to Drop an Enrollment?         Drop enrollments for your learning content quickly and easily.         Drop Enrollment →					
	Personalize Your Learning Preferences See learning content based on topics that interest you. Personalize Preferences →					

 On this screen you can view courses you have not started, courses in progress, and your learning history. To navigate back to your homepage, *select* Learning Home at the bottom of the screen.

Му	My Transcript											
	Turn on the new tables view											
Not St	irted 0 item	5										▓ॼш⊡∟
	Name	Content Type	Registration Status	Date Enrolled	Completion Status		Attendance	Status Grade			Scor	e Record Type
					No Data							
											Ти	m on the new tables view
In Prog	ress 3 item	s										≝≂⊪⊡∟
	Nam	e	Content Type	Registration Status	Date Enrolled	Completion Status		Attendance Status	(	Grade 5	icore Rec	ord Type
	Lloy	d's Regulatory Tools Training	Digital Course	Enrolled	26/01/2022	In Progress		Do Not Track			0 En	ollment
	Fina	ncial Crime Prevention (HTML5)	Digital Course	Enrolled	21/01/2022	In Progress		Do Not Track			0 En	ollment
	Con	duct Training for Lloyd's Coverholder s (HTML5)	s and Digital Course	Enrolled	21/01/2022	In Progress		Do Not Track			0 En	ollment
4												b.
											Ти	m on the new tables view
Learni	g History	) items										╴шш
	Name	Content Type	Registration Status	Date Enrolled	Completion Status		Attendance	Status	Grade		Scor	e Record Type
	No Data											
	Learning Home											

## 7. Terminology

TERM	DEFINITION
Торіс	Topics are categories or buckets for learning content. The topic for Lloyd's Market Learners is <b>Learning for the Lloyd's Market</b> .
Lesson	Lessons are single pieces of content. They typically have a narrow focus on a single subject. They can be a recorded lecture, a course guide, a job aid, a movie, a software simulation, or any other item which a learner can access on their own as a single unit.
Lessons (within a course)	Lessons can be created as part of a course. They can be external content, instructor-led (classroom or webinar), media, or a survey. A Learning Administrator can add multiple lessons to a course. Those lessons can be a mixture of different formats, for example, an administrator can create a course that contains an instructor-led classroom lesson, an instructor-led webinar, and a survey.
Course	Courses are a combination of lessons. They can either be with or without an instructor (instructor-led in person or webinar). Currently, there are two types of courses: digital and blended.
Digital Course	Digital courses are intended to be standalone courses without instructor- led components.
Blended Course	A blended course can be a combination of a scheduled Instructor-led lesson or webinar and digital components.
Programme	Programmes are comprised of many courses or lessons curated together in the form of a playlist or a structured learning.