## Workday Learning FAQs

Question	
How do I access	1. Request access to Learning for Market and Providers via the
Workday Learning for	Identity platform on <u>Lloyds.com</u> .
the first time?	<ol> <li>Select more applications – Select Learning for Market and</li> </ol>
the mot time.	Providers – Select Next
	3. Enter your details – Select <b>Next</b>
	<ol> <li>Enter the details of your organisation &amp; country – Select</li> </ol>
	Next
	5. Confirm Applications request – Select <b>Start</b>
	6. Review your information – Select <b>Send Request</b>
	7. Check you have received Confirmation of Request Email
	8. Wait for your request to be approved
	9. <b>Reset/create</b> your password via the email sent
	10. Await the email to say your account is active
What emails will I	Four emails:
receive to create my	1. Welcome to Lloyd's email that verifies your Identity account
account?	2. Password reset/creation request
	3. Confirmation your account request is submitted
	4. Confirmation your learning account is active
How long will it take	Up to 48 hours.
for my account to be	•
approved?	
How do I access	1. Go to Lloyds Workday Learning
Workday Learning	2. Select Learning for Market and Providers
once I have an active	3. Enter your credentials and select 'Next'
account?	
What the best	An up to date version of Microsoft Edge or Google Chrome
internet browser to	
use?	
What courses will be	The content available to market learners will replicate what was
available in Workday	previously available in MyTalent. This includes core titles such as e.g.
Learning?	'Conduct training for Lloyd's Coverholders', 'Financial Crime
	Prevention', 'Regulatory Tools Training' and the 'Assisting
	Complainants' modules.
Who can I contact	If you are a Lloyd's coverholder or DCA, please contact:
regarding questions	coverholdercompliance@lloyds.com
about Workday	If you are a Lloyd's Register DA Auditor, please contact:
Learning?	delegatedauditmanager@lloyds.com
	You will get a response within two days and a resolution within five
	days.
How can I print my	1 Accoss Workday Learning
learning transcript	1. Access Workday Learning
(training record)?	2. Select 'My Learning' 2. Select 'View Learning Transcript'
	<ol> <li>Select 'View Learning Transcript'</li> <li>Select an icon on the ten right of the table to expert e.g. to</li> </ol>
	4. Select an icon on the top right of the table to export e.g. to
	Excel