

View learning that has been recommended

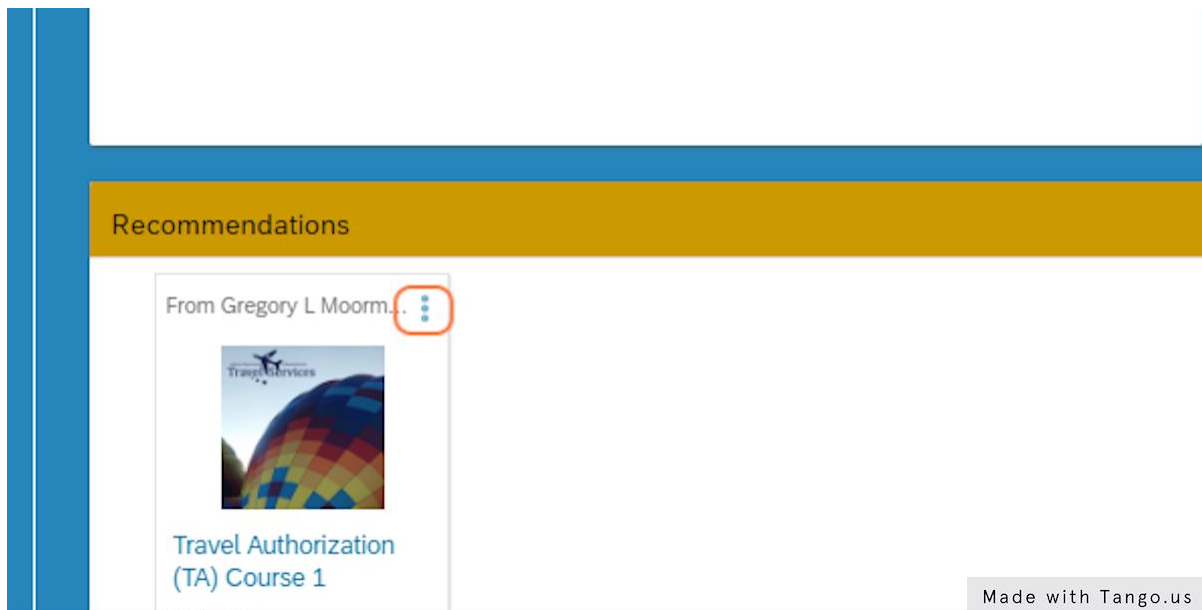
You see programs or courses listed in the Recommendations section of your Learning page in SuccessFactors. Now what do you do?

1. Go to Learning Home

Log in to SuccessFactors and go to your Learning page.

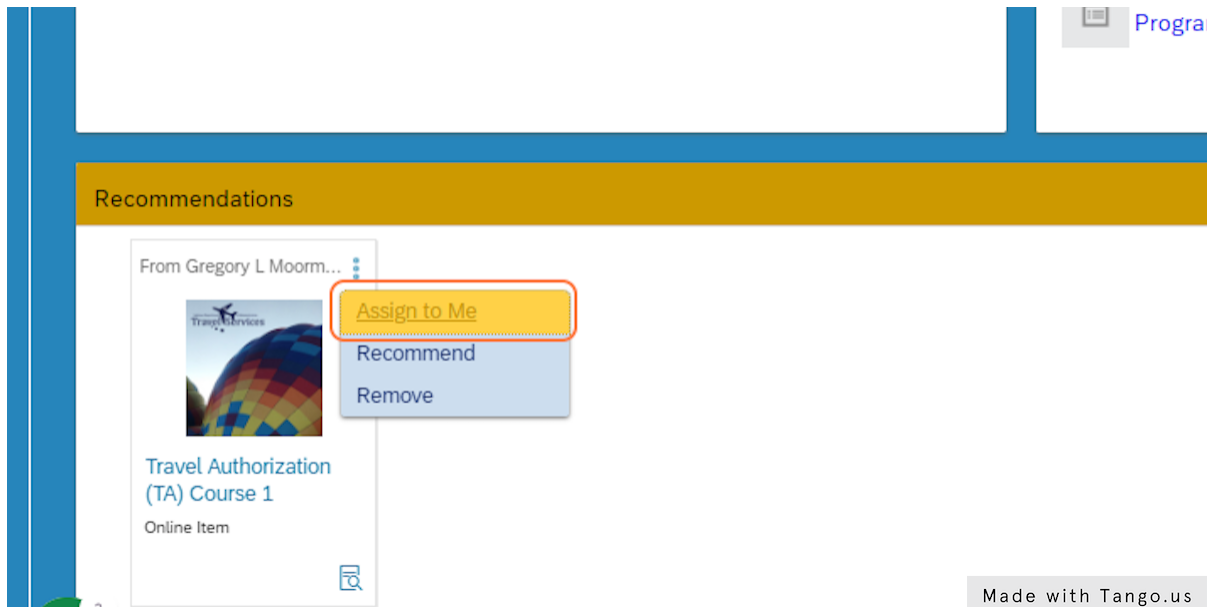
2. Click on Show more actions

In the Recommendations section, under the My Learning Assignments section, any learning that has been recommended to you should show. On the course or program tile you want to view, click on the Show more actions icon.



3. Click on Assign to Me

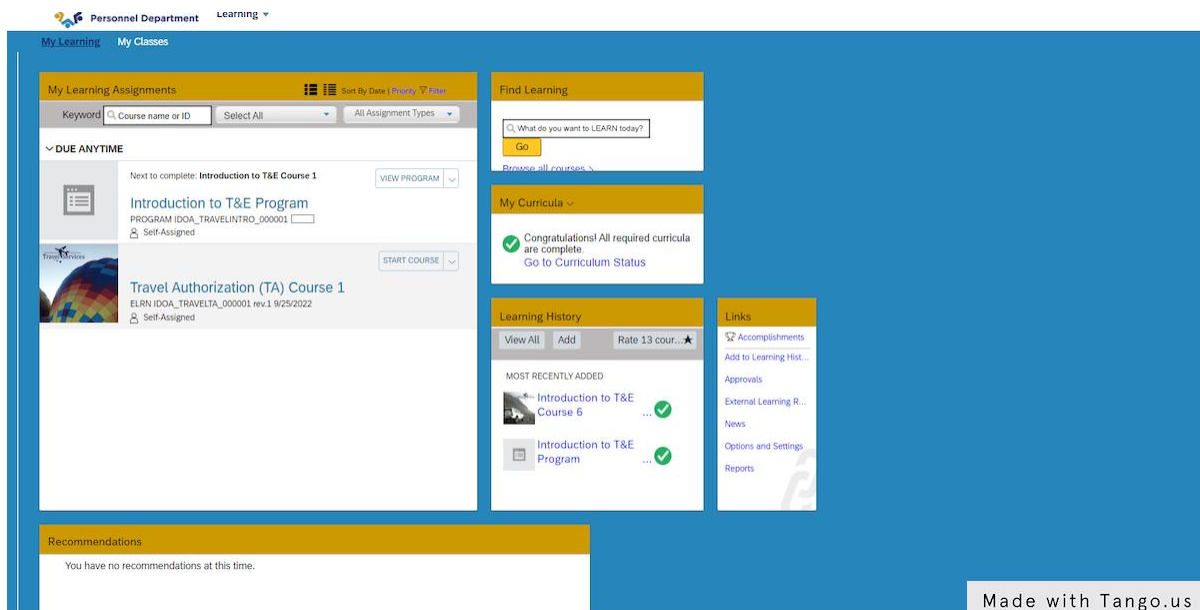
Select Assign to Me from the available choices that display.



The screenshot shows a user interface with a blue header and a yellow bar labeled "Recommendations". Below this, a card from Gregory L. Moormann features a colorful globe icon and the text "Travel Authorization (TA) Course 1" and "Online Item". A context menu is open over the card, with the "Assign to Me" option highlighted in yellow. Other options in the menu are "Recommend" and "Remove". A "Progra" button is visible in the top right corner. A "Made with Tango.us" watermark is present in the bottom right.

4. Click to Reload this page

You can click on the Reload this page icon (or Refresh) to show the new training you just requested to be assigned to you in your My Learning Assignments section.



The screenshot displays a "My Learning" dashboard. The "My Learning Assignments" section lists "Introduction to T&E Program" and "Travel Authorization (TA) Course 1". The "Find Learning" section has a search bar. The "My Curricula" section shows a green checkmark and the message "Congratulations! All required curricula are complete." The "Learning History" section shows a list of completed courses. A "Recommendations" section at the bottom states "You have no recommendations at this time." A "Made with Tango.us" watermark is in the bottom right.

5. Click on START COURSE or VIEW PROGRAM

Click on the START COURSE or VIEW PROGRAM button to be taken to the training. If the training is in a program, after you click VIEW PROGRAM, the program description will open showing all courses contained in the program. The course available for you to take will be expanded with a START COURSE button available for you to select.

The screenshot displays a user interface for a learning management system. On the left, there are two course entries. The first is "Introduction to T&E Course 1" with a "VIEW PROGRAM" button. The second is "Travel Authorization (TA) Course 1" with a "START COURSE" button highlighted by a red circle. The right sidebar contains a search bar with a "Go" button, a "Browse all courses" link, a "My Curricula" dropdown, a green checkmark notification stating "Congratulations! All required cur are complete." with a "Go to Curriculum Status" link, and a "Learning History" section with "View All", "Add", and "Rate 13 co" buttons. At the bottom of the sidebar, it says "MOST RECENT" and "Made with Tango.us".

o complete: **Introduction to T&E Course 1** [VIEW PROGRAM](#) ▾

Introduction to T&E Program
RAM IDOA_TRAVELINTRO_000001
If-Assigned

Travel Authorization (TA) Course 1 [More](#) ▾
IDOA_TRAVELTA_000001 rev.1 9/25/2022
If-Assigned

[Go](#)

[Browse all courses](#) >

My Curricula ▾

✔ Congratulations! All required cur are complete.
[Go to Curriculum Status](#)

Learning History

[View All](#) [Add](#) [Rate 13 co](#)

MOST RECENT

Made with Tango.us