

LCBO Convenience Outlets

**Welcome to LCBO Online Learning in
Workday**

(On a Computer)





Login to the LCBOs Online Learning System - Workday

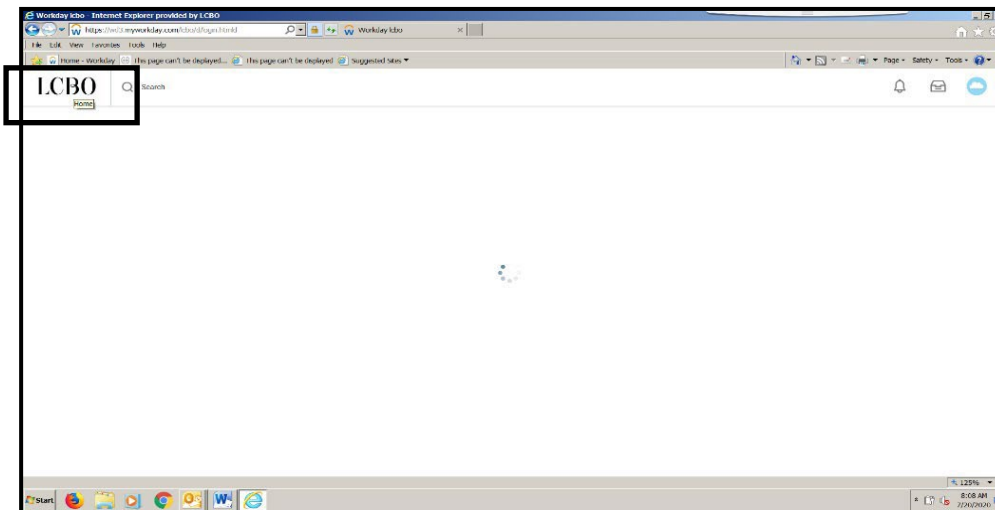
Click this [link](#) to access the Workday sign-on page.

1. **Enter your Username.** *Your User Name was provided to you by the LCBO in your “LCBO Convenience Outlets – Mandatory Training” welcome email.
2. **Enter your Password.** *Note the username and password are case sensitive.
3. **Click Sign-in.**



Having trouble logging in?

1. **To reset** your Username and/or Password, email ConvenienceOutlets@lcbo.com.
2. **Click** this Workday [link](#) to access the Workday sign-on page.
3. **Enter your Username.** *Your User Name was provided to you by the LCBO in your “LCBO Convenience Outlets – Mandatory Training” welcome email.
4. If the page is having trouble loading, **click** the LCBO image in the top left-hand corner.

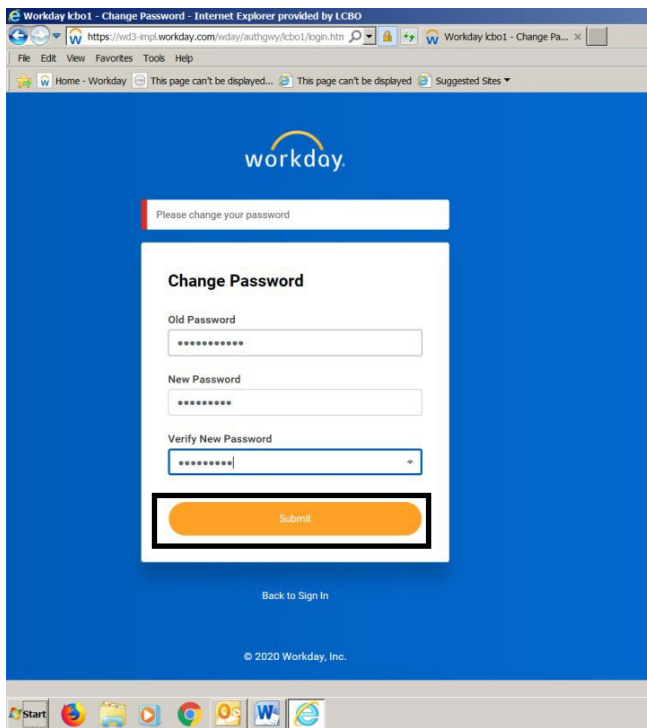




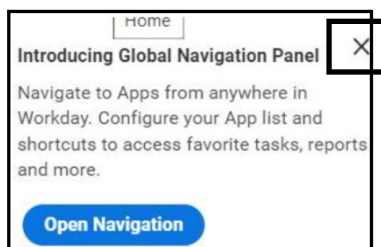
B. Change Your Password

The first time you logon to Workday, you are provided with a “Temporary Password” that you must change.

1. **Enter** your Old Password (temporary password) into the “Old Password” field.
2. **Enter** your New Password in the “New Password field”.
3. **Re-enter** your New Password into the “Verify New Password” field.
4. **Click** Submit



5. If you are logging into Workday for the first time, you will see this “Pop up” box. You may ignore this message. **Click** the X to close the “pop-up” box.

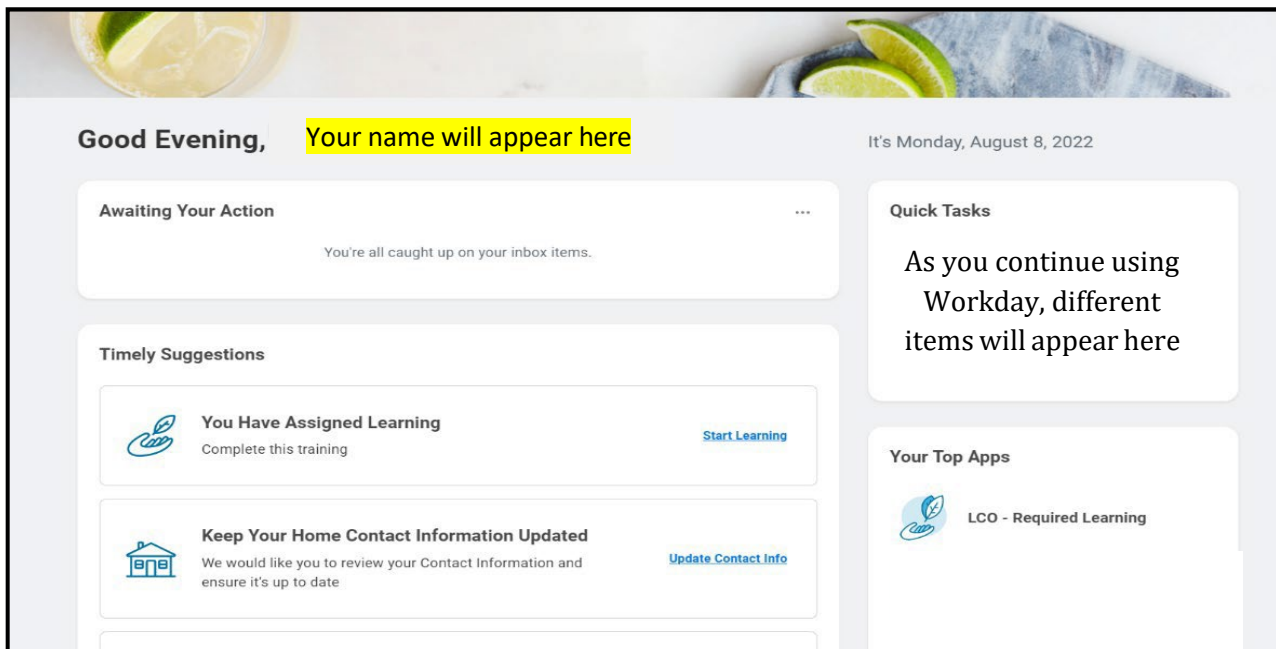




C. Locate and Launch a Required Course in Workday

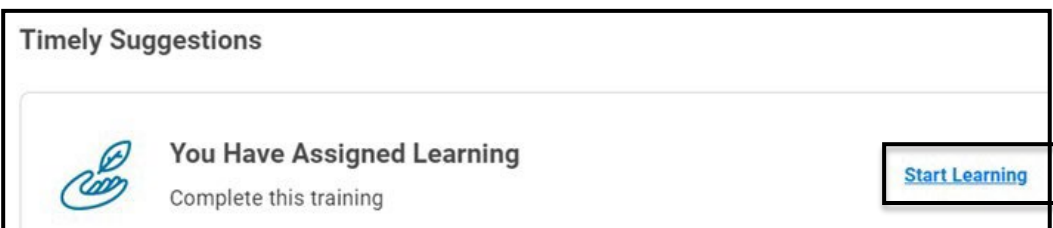
The **Home Page** is the first page you see once you have successfully logged onto Workday. The **Home page** contains an Application (App) named **LCO-Required Learning**. **All required online Learning courses are accessible in this App.**

Note: You can click the LCBO **(upper left corner)** logo anytime to return to this Workday Home Page.



1. **To access your required learning, you may either**

A) Click the Start Learning link OR



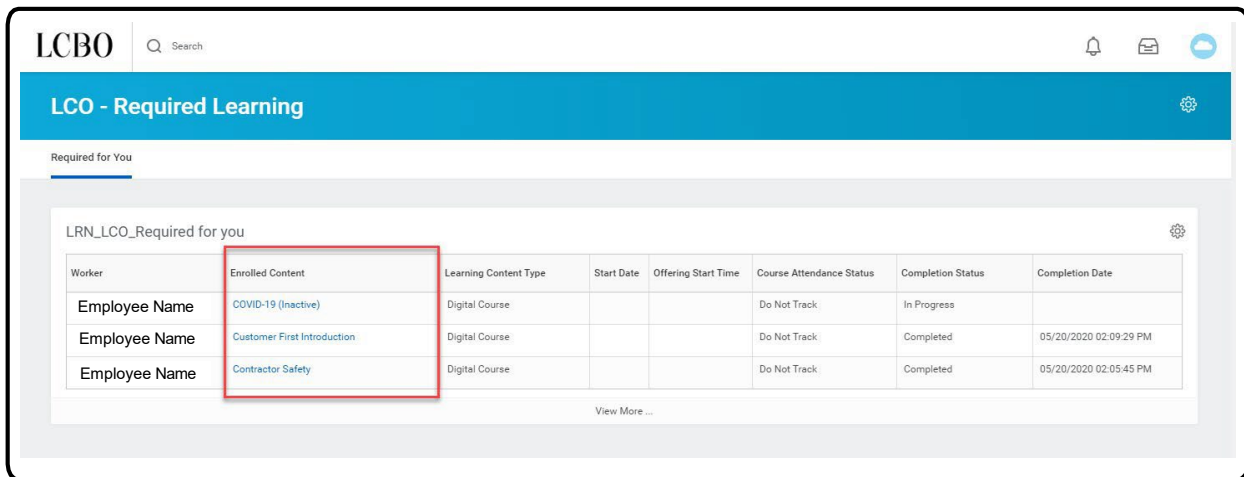
B) Click the LCO-Required Learning application.



You will see a list of your required courses. These courses are organized into 3 categories:

- **Not Started:** a new required course.
- **In Progress:** a required course you have previously started but not completed.
- **Completed:** a course you have successfully completed. (Note: you can view completion dates).

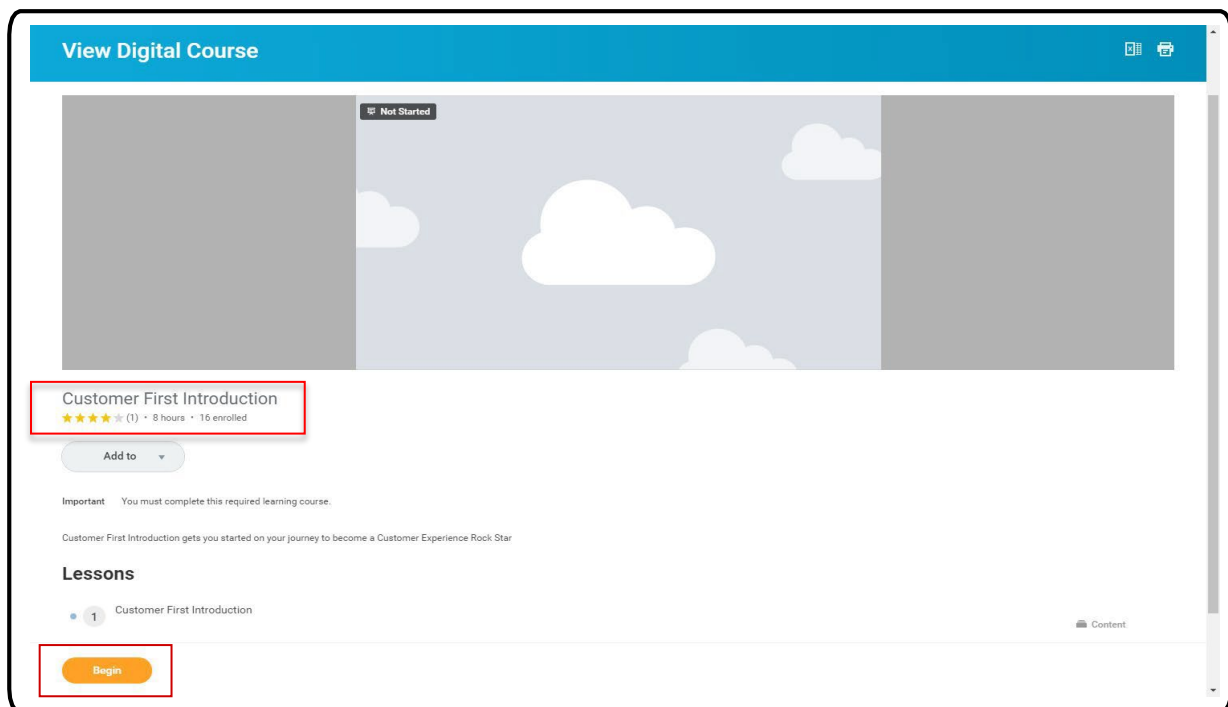
2. Click the **course name** highlighted in blue and listed in the Enrolled Course column to see details.



The screenshot shows the LCBO LCO - Required Learning page. It features a table titled "LRN_LCO_Required for you" with the following columns: Worker, Enrolled Content, Learning Content Type, Start Date, Offering Start Time, Course Attendance Status, Completion Status, and Completion Date. The "Enrolled Content" column contains three entries: "COVID-19 (Inactive)", "Customer First Introduction", and "Contractor Safety". The "Customer First Introduction" entry is highlighted in blue. The "Completion Status" column shows "In Progress" for "COVID-19 (Inactive)", "Completed" for "Customer First Introduction", and "Completed" for "Contractor Safety". The "Completion Date" column shows "05/20/2020 02:09:29 PM" for "Customer First Introduction" and "05/20/2020 02:05:45 PM" for "Contractor Safety". A "View More ..." link is located at the bottom of the table.

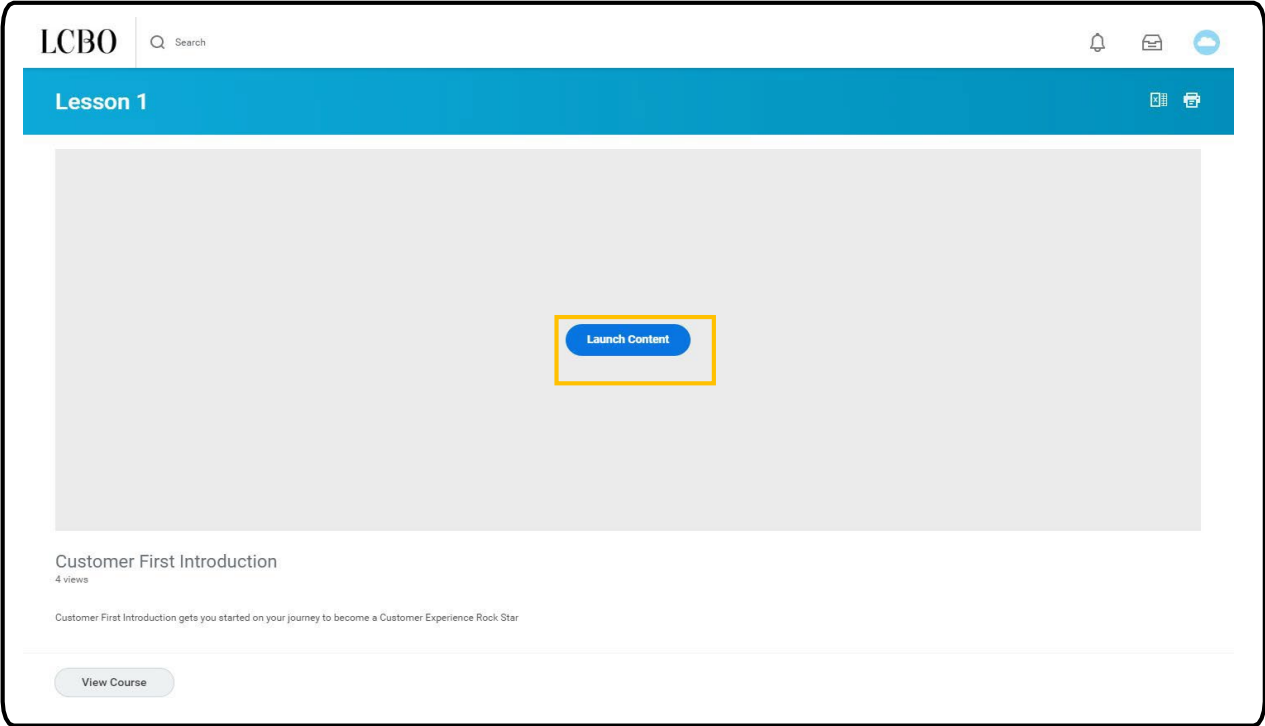
Worker	Enrolled Content	Learning Content Type	Start Date	Offering Start Time	Course Attendance Status	Completion Status	Completion Date
Employee Name	COVID-19 (Inactive)	Digital Course			Do Not Track	In Progress	
Employee Name	Customer First Introduction	Digital Course			Do Not Track	Completed	05/20/2020 02:09:29 PM
Employee Name	Contractor Safety	Digital Course			Do Not Track	Completed	05/20/2020 02:05:45 PM

3. Click **Begin** to launch the course. (Example: "Customer First Introduction")






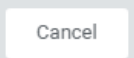





The screenshot shows the "View Digital Course" page for "Customer First Introduction". The page features a large image placeholder with a "Not Started" status indicator. Below the image, the course title "Customer First Introduction" is displayed, along with a star rating of 1/5, a duration of 8 hours, and 16 enrolled users. An "Add to" button is visible. Below this, an "Important" message states: "You must complete this required learning course." A description follows: "Customer First Introduction gets you started on your journey to become a Customer Experience Rock Star". Under the "Lessons" section, there is one lesson titled "Customer First Introduction". At the bottom of the page, a prominent orange "Begin" button is highlighted.

4. Click Launch Content. The course will open in a pop-up window on your browser.





Functional Icons & Buttons

Icon	Description
	OK Button: When you click OK, the system accepts your changes.
	Submit Button: Submit accepts your changes and moves you to the next step in the business process.
	Done Button: Done closes a confirmation screen.
	Cancel Button: Click cancel to disregard all changes.
	Print: Print information within the app.
	Inbox: Alerts you of any messages you have in your inbox. Click the icon to view your messages/
	Normal Mode: Exit from full screen mode
	Full Screen Mode: Changes the view to full screen
	Notifications: Alerts you of any messages you have. Click the icon to view your notifications