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Introduction

UKG offers detailed learning opportunities to improve your knowledge and efficiency working with the system. The following types of knowledge resources are available:

- Product Release Hub
- Learning Center
- Online Documentation

Training Tools

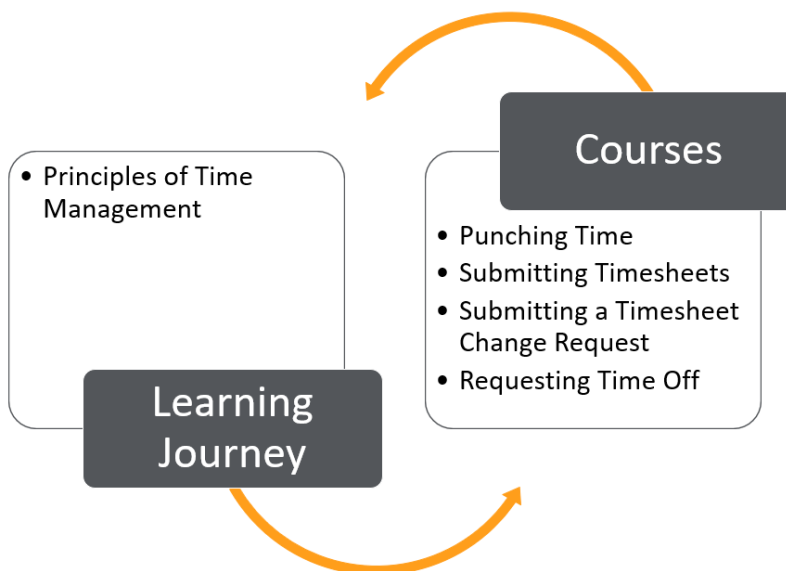
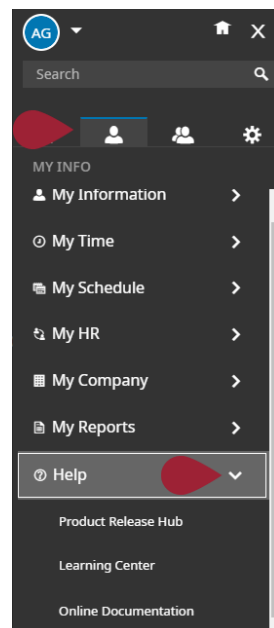
Training resources are launched through your menu in UKG. Click **My Information** and expand the **Help** option to select the type of training you want to view.

Product Release Hub

Keep up with the latest UKG updates by reading the release notes in the Product Release Hub.

The Learning Center

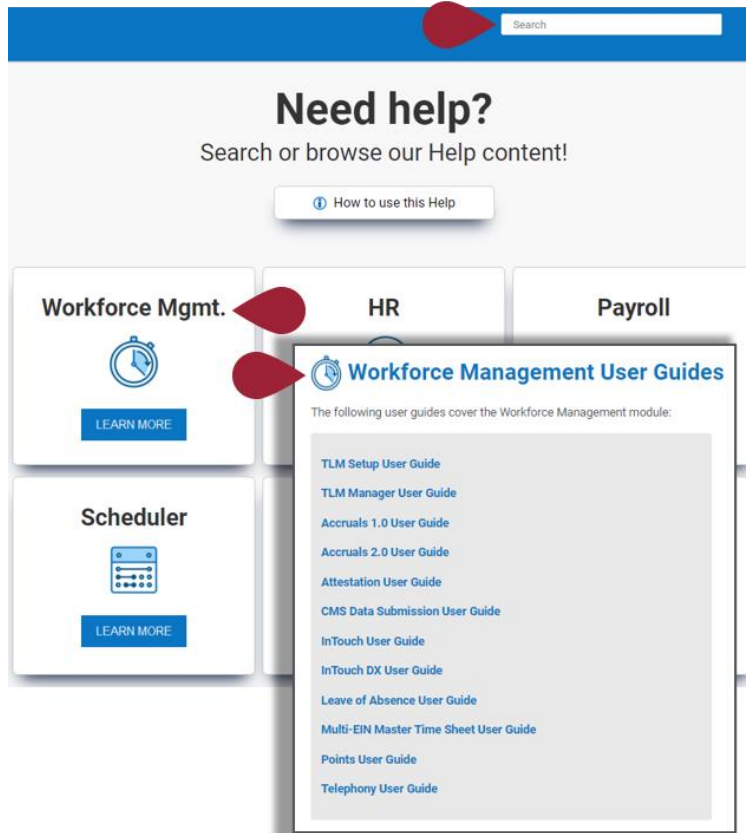
Through the Learning Center you can access Courses and Learning Plans which you can enroll in, or your manager may assign to you. Learning Plans are groupings of key courses that demonstrate how to operate UKG. Courses within a Learning Plan should be taken sequentially. If you only need a particular course, you can enroll in and complete them individually. The example below shows the Course included in the Principles of Time Management Learning Plan. You can take all the Courses in the Learning Plan or just one, as needed.



*These is a sample Learning Plan. Titles may appear differently in the Learning Center.

Online Documentation

Written training is grouped by primary subjects through the Online Documentation link. For instance, clicking the Workforce Management tile navigates you to Workforce Management User Guides, as shown below. Enter a topic in the Search field to jump to a particular guide.



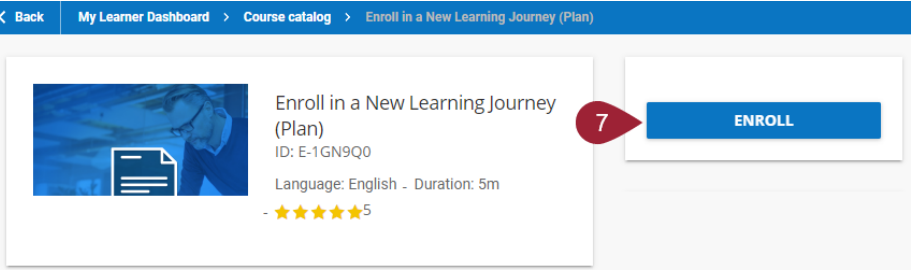
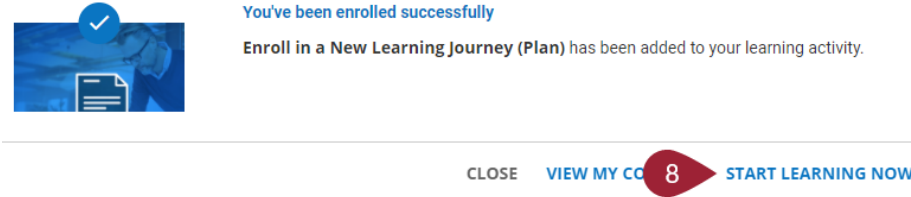
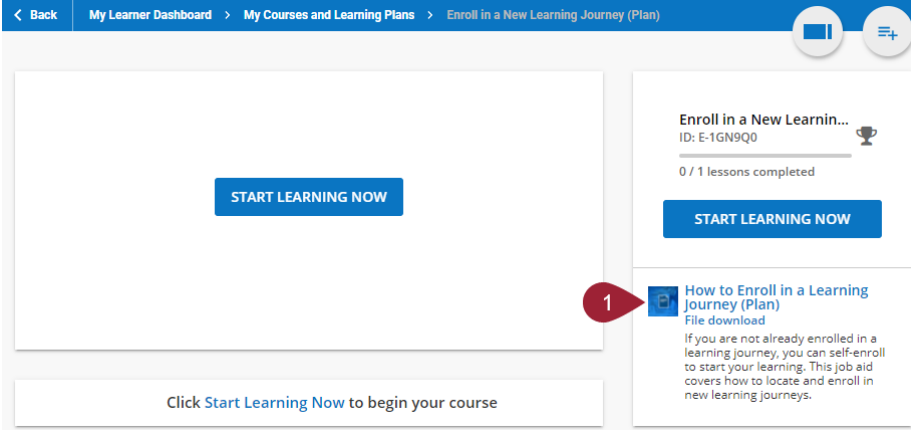


Procedure Steps

Search & Enroll in Training in the Learning Center

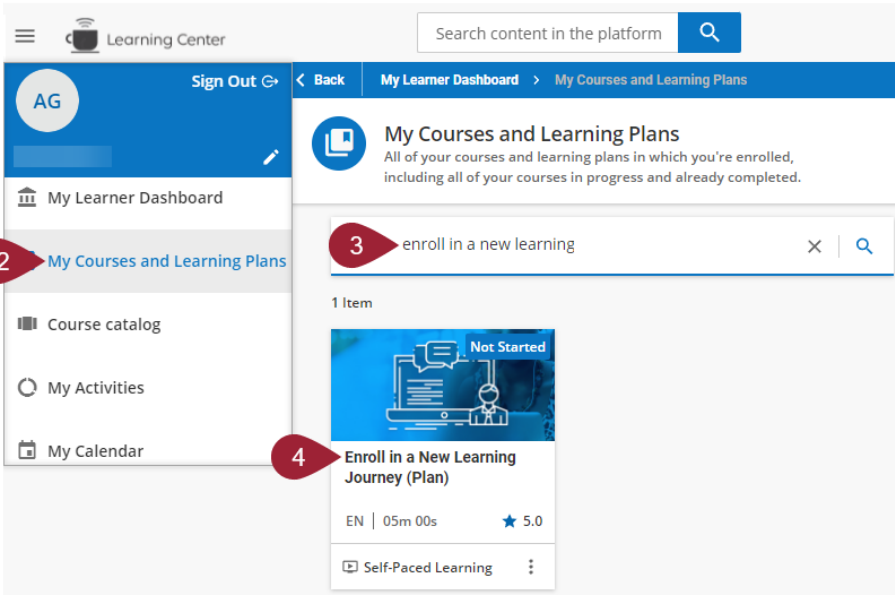
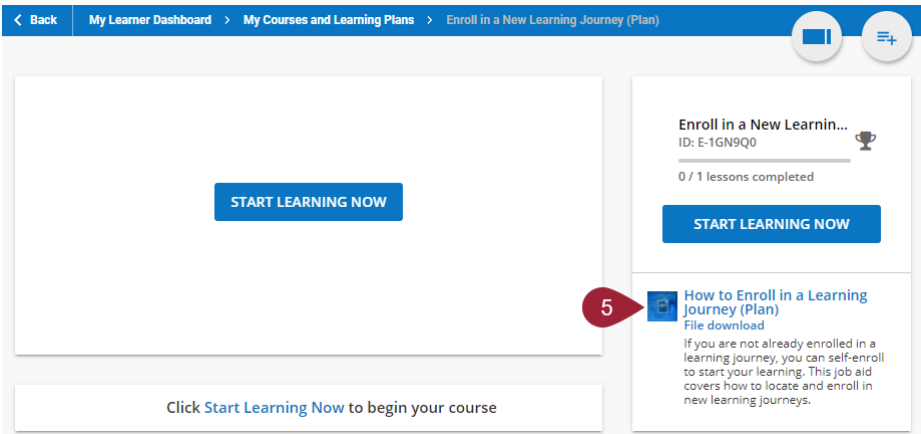
Step	Action
1	Log into UKG and navigate to My Information > Help > Learning Center . The Learning Center will open in a new tab.
2	Enter the training topic in the Search box. Related Learning Plans and Courses will display below.
3	Select the Training you wish to view details for.
<p><i>Enroll in Live (instructor-led) Training (steps 4 - 6):</i></p>	
4	Use the dropdown to select a Session .
5	Click Enroll . A confirmation message will appear after successful enrollment. You will also receive an email reminder the day of the session.
6	Download training materials before your scheduled session.

Search & Enroll in Training in the Learning Center (cont.)

Step	Action
<i>Enroll in Self-paced Training:</i>	
<p>7</p>	<p>Click Enroll. The course is immediately available to you.</p> 
<p>8</p>	<p>Select Start Learning Now in the confirmation box. Review the steps for launching a Course if you are going to take it later.</p> 
<p>9</p>	<p>Download Training Materials, if available. The document will open in a separate tab for you to read, print, or save.</p> 

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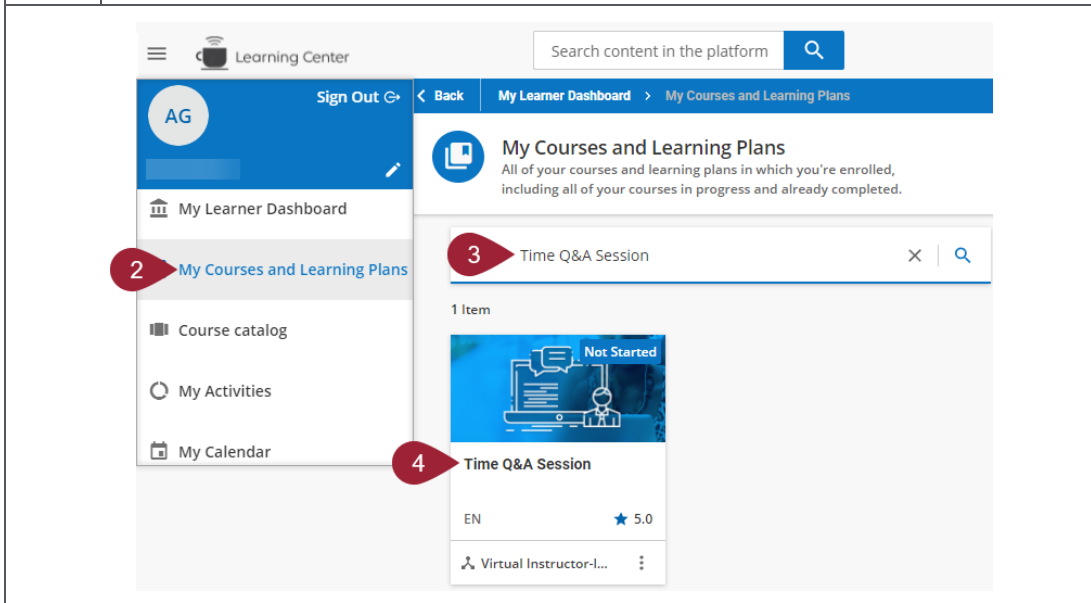
Download Training Materials for a Course

Step	Action
1	Log into UKG and navigate to My Information > Help > Learning Center . The Learning Center will open in a new tab.
2	Expand the menu and select My Courses and Learning Plans . This displays all courses assigned to you.
3	Search the title or topic to refine the courses assigned to you.
4	Select the respective tile for the course.
	
5	Click Download Training Materials . The document will open in a separate tab for you to read, print, or save.
	
6	Launch your Course.

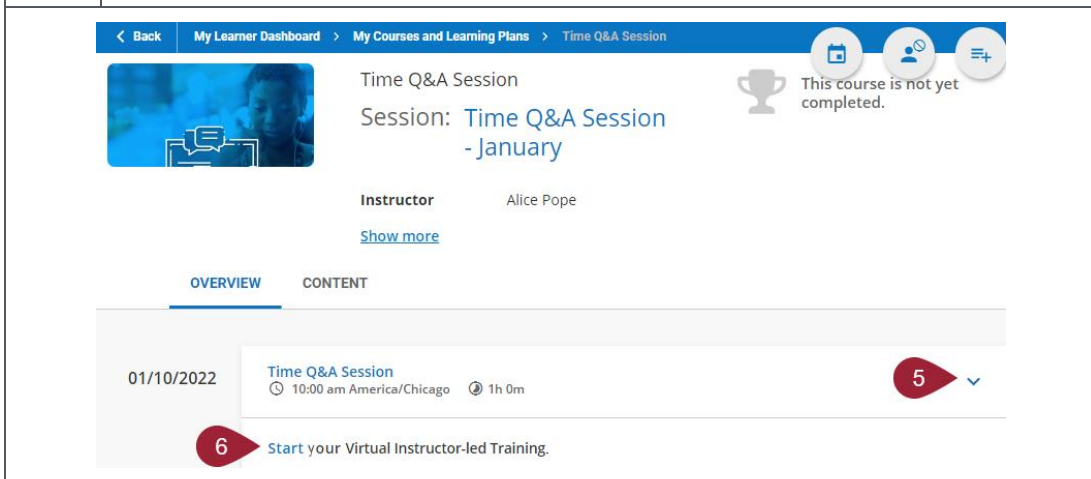
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Launch a Training Course in the Learning Center

Step	Action
1	Log into UKG and navigate to My Information > Help > Learning Center . The Learning Center will open in a new tab.
2	Expand the menu and select My Courses and Learning Plans . This displays all courses assigned to you.
3	Search the title or topic to refine the courses assigned to you.
4	Select the respective tile for the course.

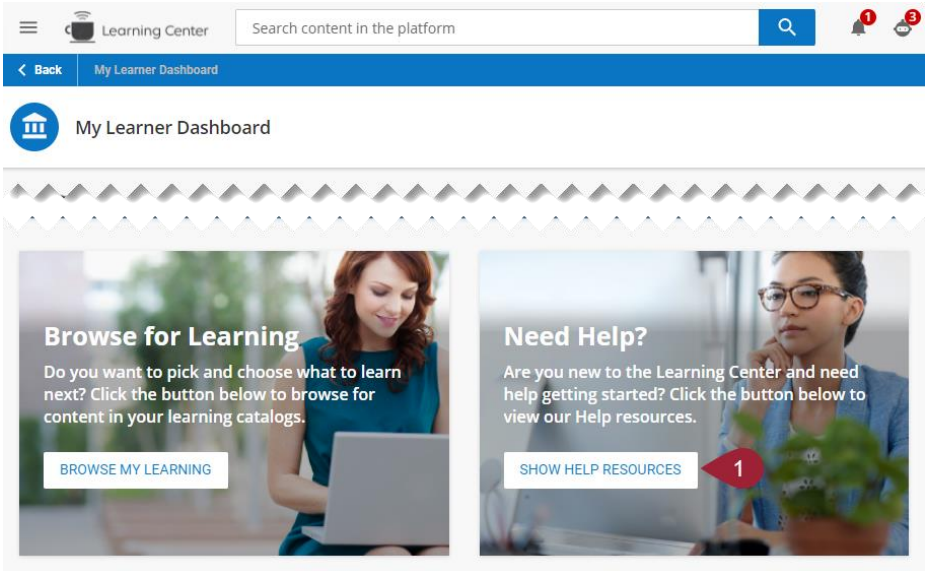
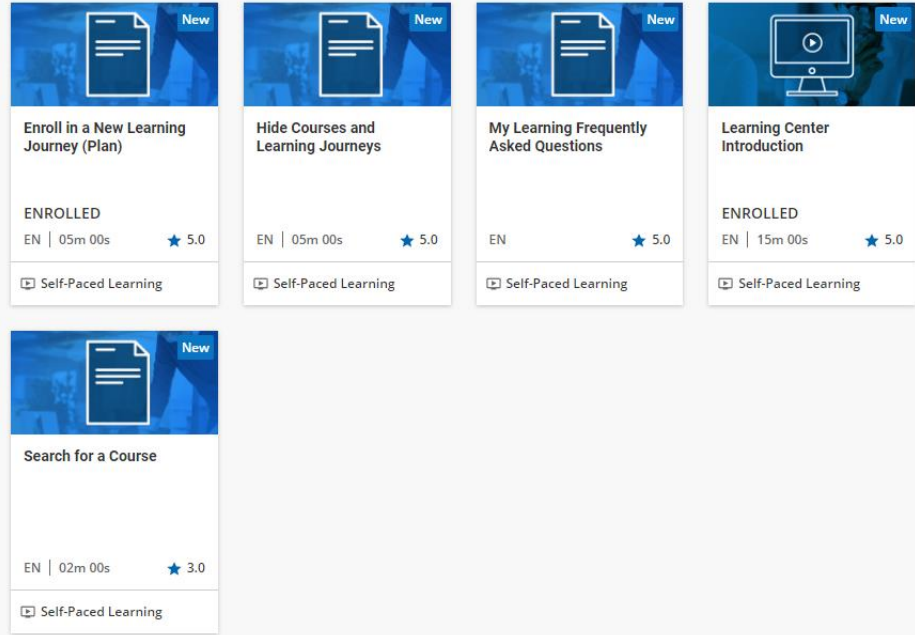


5	Click the down arrow next to your scheduled session.
6	Click the link to start the session. Download your training materials if you haven't already. NOTE: You can also start the course by clicking the link in your reminder email.



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Get Help with the Learning Center

Step	Action
1	Log into UKG and navigate to My Information > Help > Learning Center . The Learning Center will open in a new tab.
2	Select Show Help Resources in the Need Help? tile on your dashboard. This will display courses related to utilizing the Learning Center. 
3	Select the title of the training you want to view. NOTE: Course titles may vary from those shown below. 

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Resources

Title	Type	Location
Accessing UKG for the First Time	QRT	BGSF Technology Updates > Training Content > UKG > Employees & Contractors
<ul style="list-style-type: none"> • Clocking In & Out with UKG • Lifecycle of Time Entries & Requests 	Job Aid	BGSF Technology Updates > Training Content > UKG > Employees & Contractors

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