



SuccessFactors (SF) Learning

Overview & Navigation

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SuccessFactors (SF) Learning

SF Learning allows employees to manage their learning through:

EASY & CONVENIENT NAVIGATION

Search, locate,
and register for
courses simply
and quickly

SELF DEVELOPMENT

Launch online
self-paced
courses at any
time

KEEP TRACK

Access your full
learning history
and certificates
easily

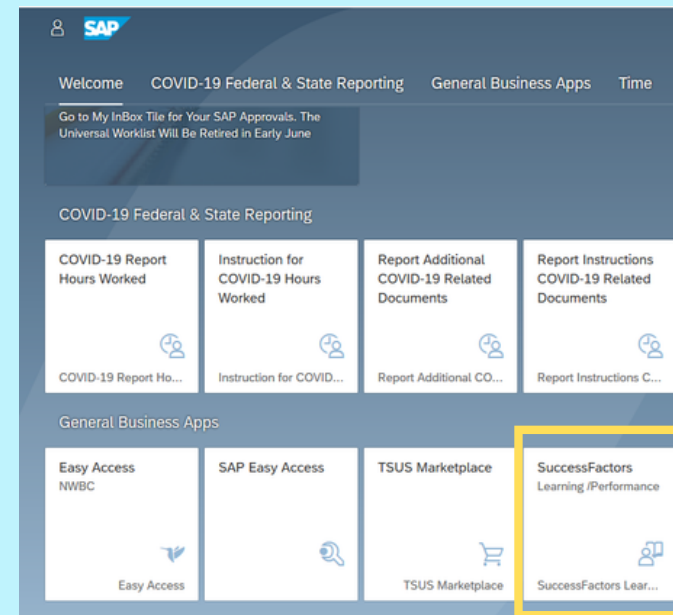
REPORTING

Monitor and
manage your
assigned and
required training
stress free

Log into SuccessFactors

1 LOCATE

Visit your SAP Portal and locate the new SuccessFactors (SF) tile



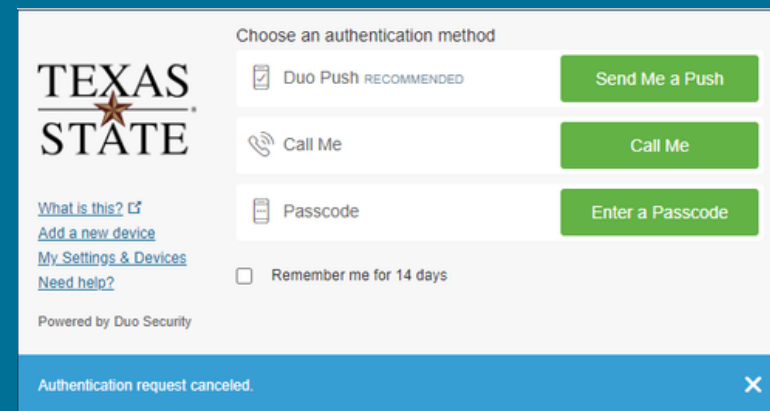
2 ACCESS

Log in using your NetID and Password

A screenshot of the Texas State SuccessFactors login page. At the top is the 'TEXAS STATE' logo. Below it are two input fields: 'Username' with the text 'AA1234' and 'Password' with masked characters. To the right of the password field are two links: '> Forgot your password?' and '> Need Help?'. At the bottom is a large 'Login' button.

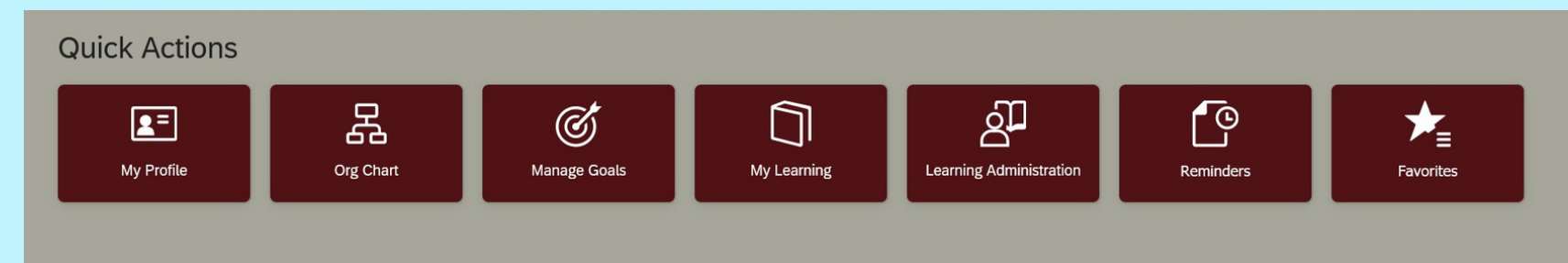
3 AUTHENTICATE

Verify your identity



4 ENTER

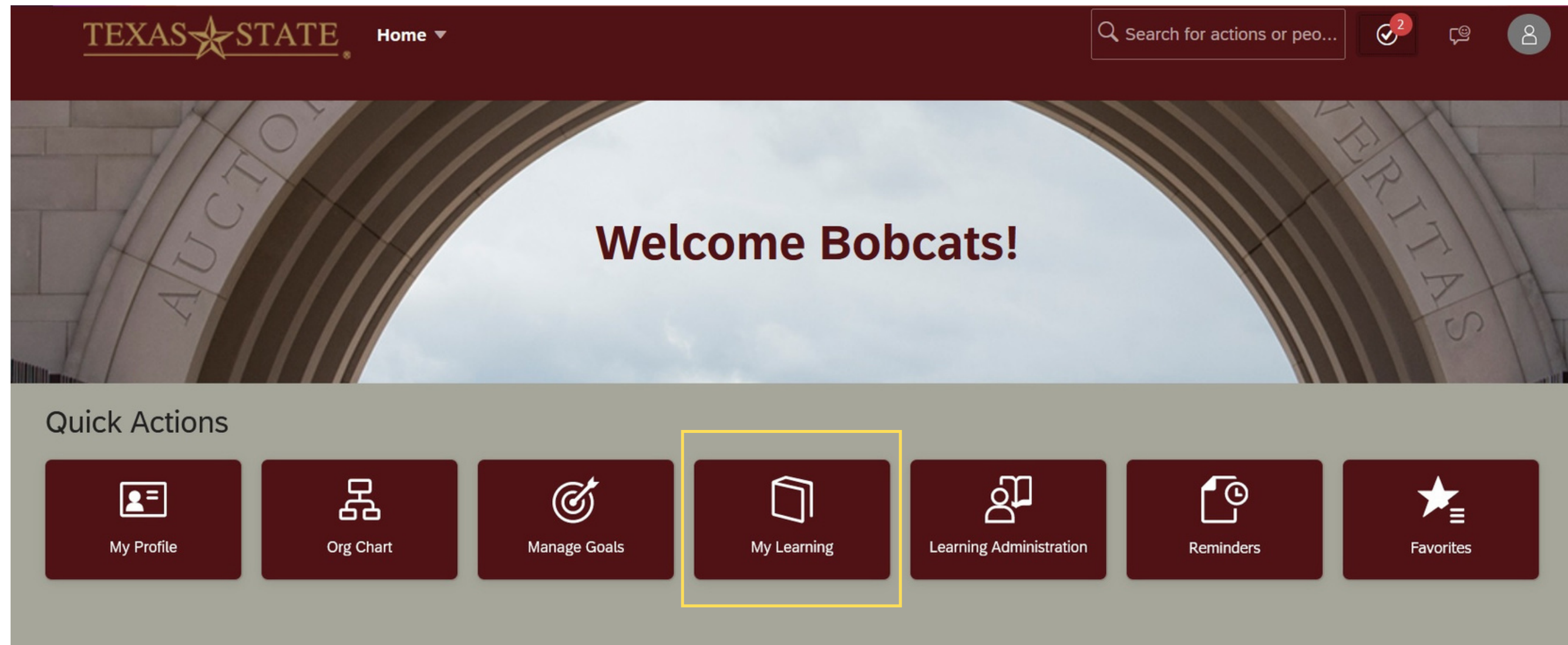
You've arrived to your SF home page



SuccessFactors (SF)

Home Page

Once on the SF home page, you can access SF Learning through the "My Learning" tile.



My Learning Dashboard

On the "My Learning" dashboard you will find an overview of your specific learning journey.

The tiles provide quick access to information:

- My Learning Assignments
- Find Learning
- My Curricula
- Learning History
- Links
- My Employees (supervisors only)

**Note: Your home page will be tailored to your specific role and learning journey.*

The screenshot displays the Texas State Learning dashboard. At the top, the header includes the Texas State logo and navigation links for "My Learning" and "My Team". The main content area is divided into several sections:

- A Message for You...**: A welcome message for "Employee Bobcats" from SuccessFactors (SF) Learning, providing contact information for course and technical support.
- Featured**: A tile with a star icon and a red circle containing the number 0.
- History**: A tile with a clock icon and a red circle containing the number 1, labeled "recently added" with a "View All" link.
- Find Learning**: A search bar with the placeholder text "What do you want to LEARN today?" and a "Browse all courses" link.
- My Learning Assignments**: A section with a search bar and filters, showing a list of assignments under the "DUE ANYTIME" filter. The assignments listed are "Supporting Transgender/Non-binary People in Higher Education Settings" and "WellCats Educational Series", both marked as "ENROLLED".
- Explore more...**: A section with a link to "Explore the upcoming course's available for you! ODC Course Calendar" and an "About us" section.
- My Curricula**: A section with a green circle icon and a label "Due Later (4)".
- My Team**: A section with a green circle icon and a label "On Time (1)".

My Learning Assignments

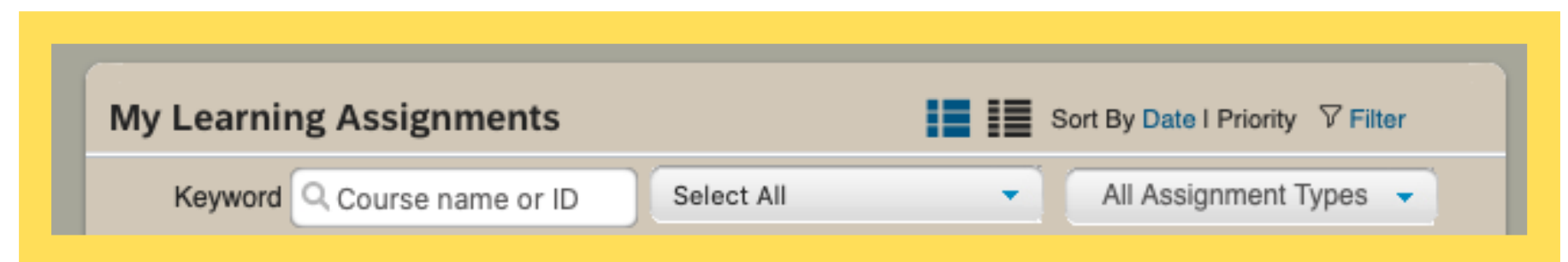
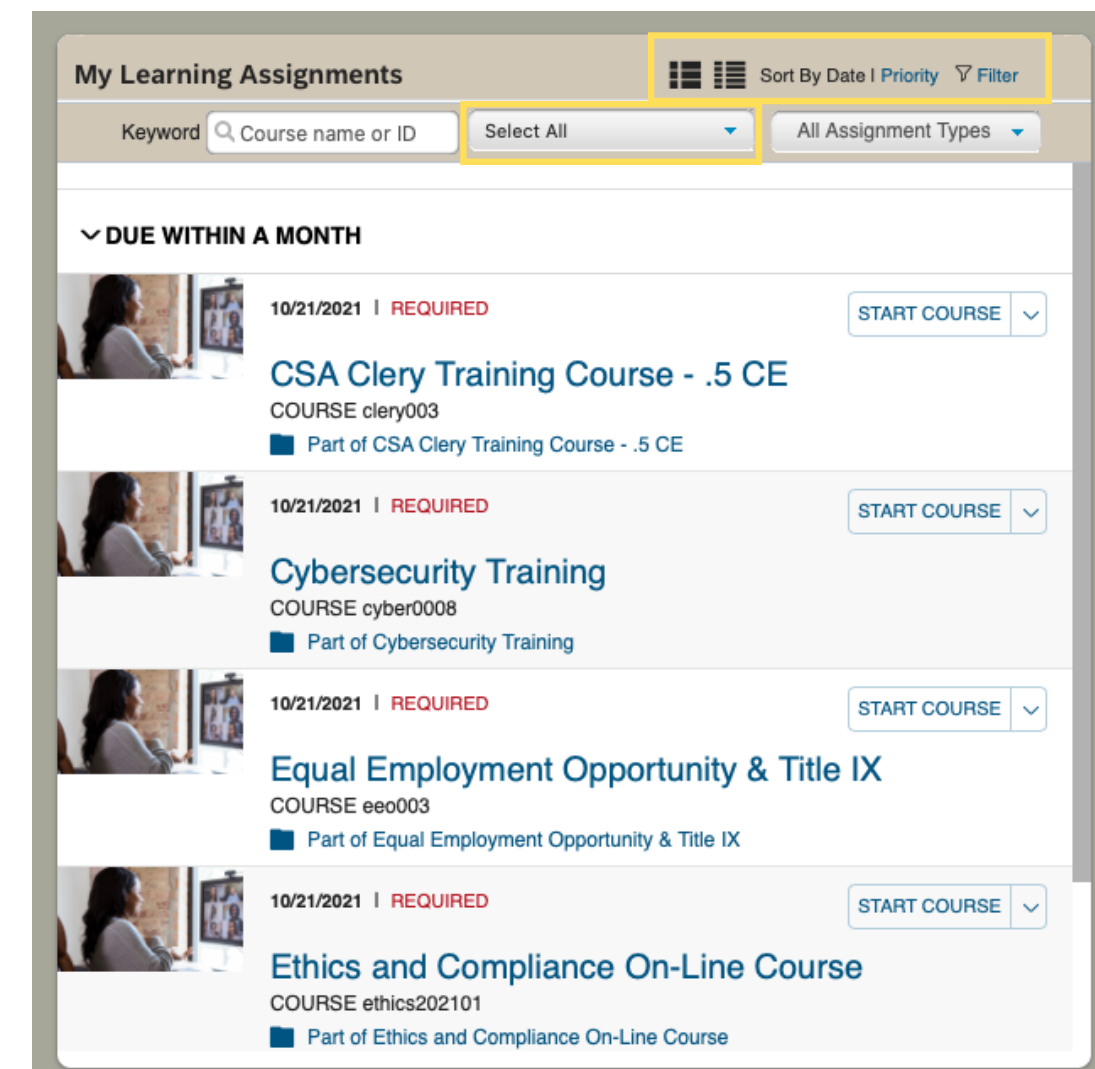
Listed in your "My Learning Assignments" tile you will find all of your assigned courses.

"My Learning Assignments" displays assigned learning activities grouped by due dates.
(Optional trainings do not have a due date.)

By default, learning assignments are sorted by date. You can click "Priority" to change the view.

Click "Filter" to narrow the list by entering a Keyword (Course Name or ID).

You can further narrow the search by choosing "Select All" and "Assignment Types."

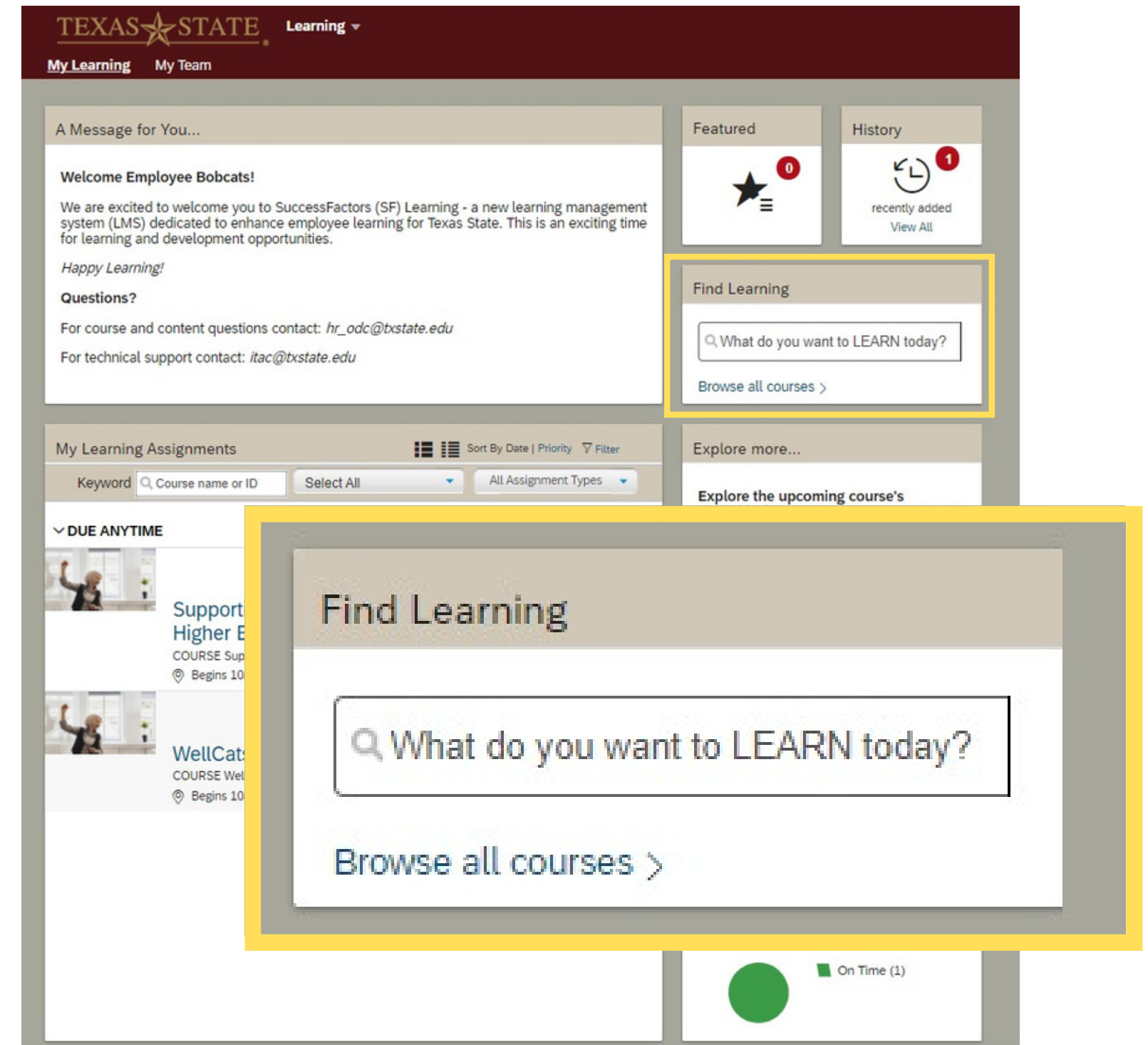


Find Learning

"Find Learning" allows you to search for courses within SF Learning in one of two ways:

1. Enter keywords into the text field and click "Go"
2. Click "Browse all courses" to access the catalog

**Note: LinkedIn Learning will now be accessible through SF Learning.*

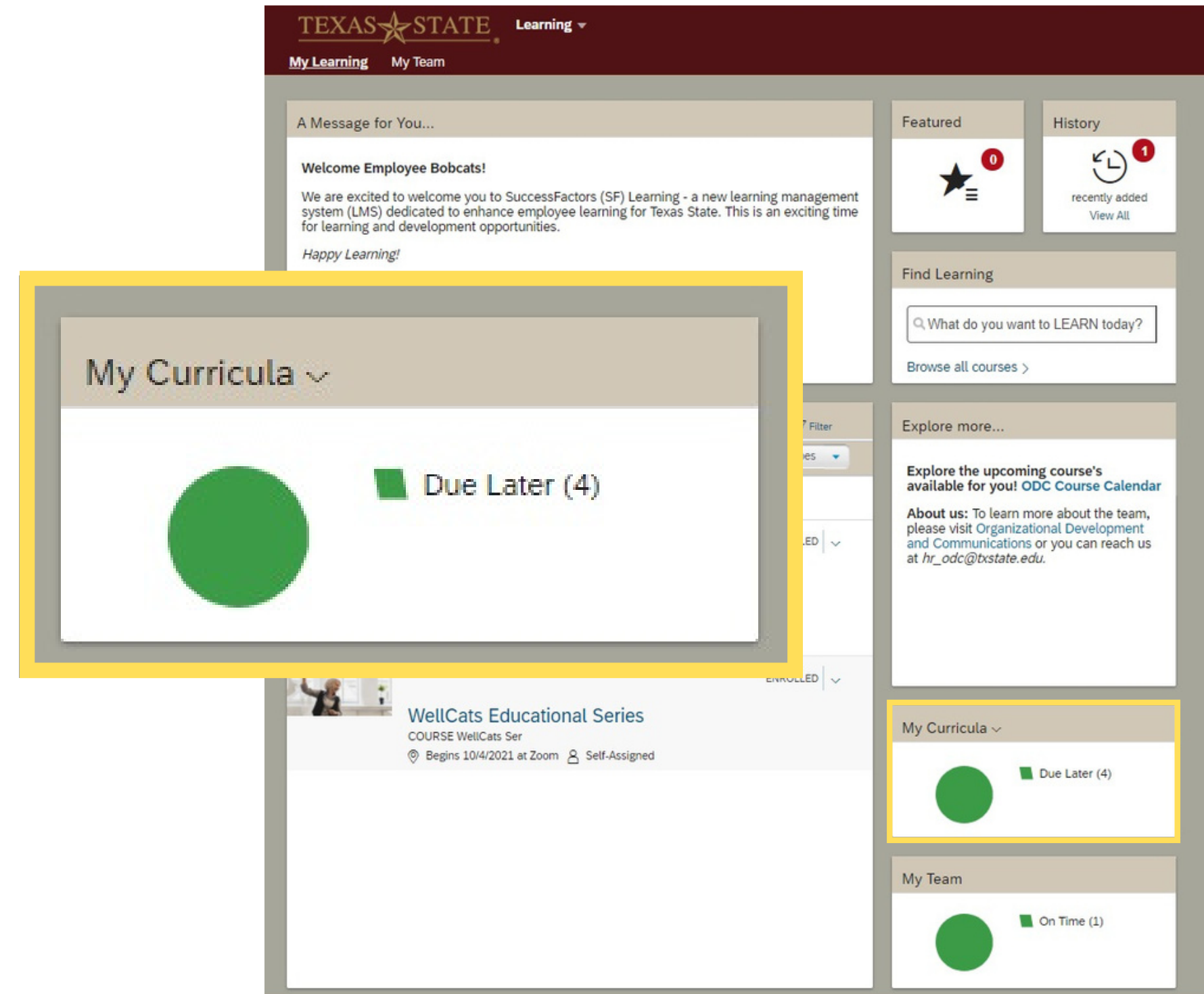


My Curricula

Listed in the "My Curricula" tile you will find courses assigned to you that are soon to be due.

Each course title links to the curriculum details page that includes:

- Items required to complete the curriculum
- Action drop down menus
- Sub-curricula associated



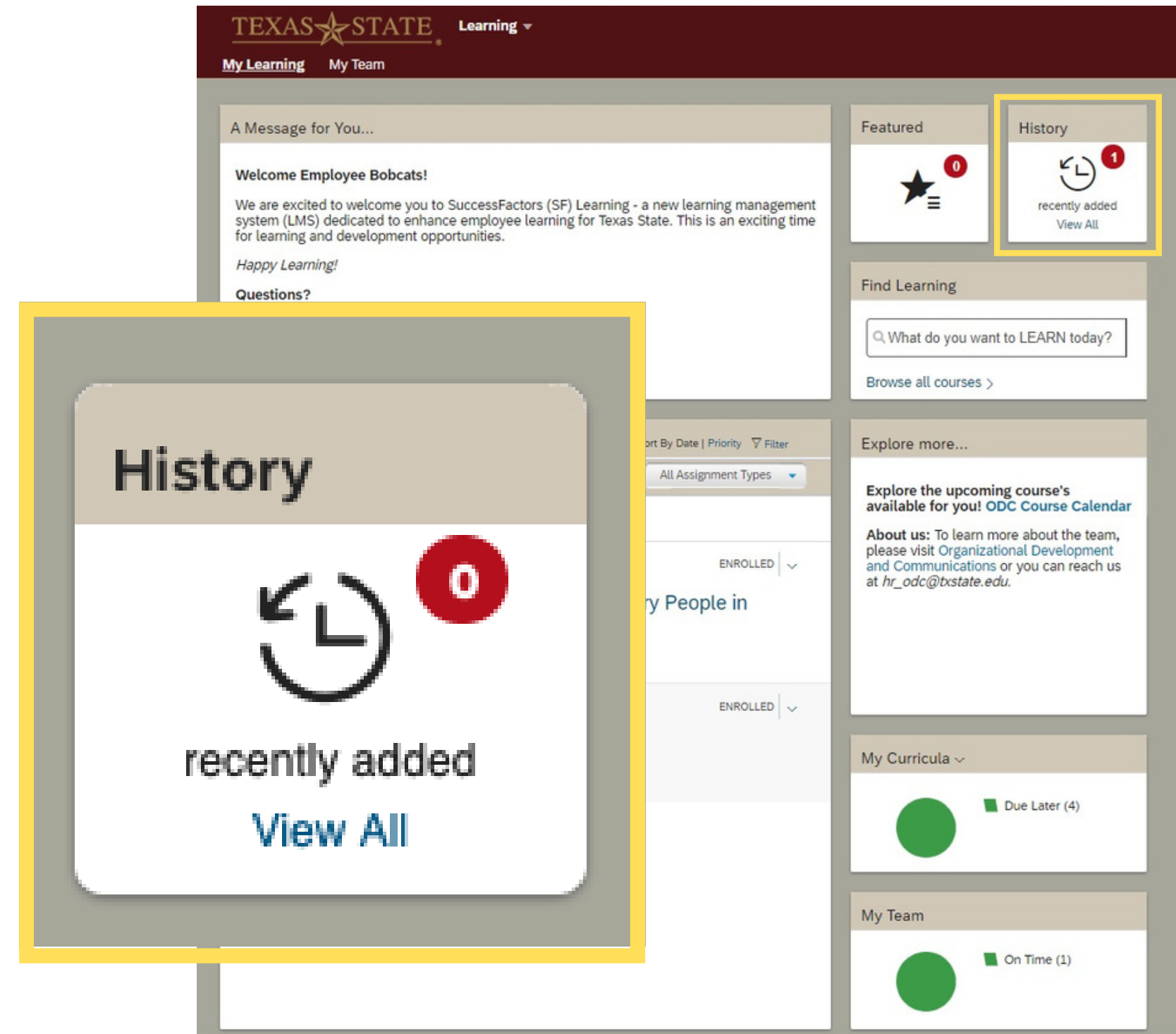
Learning History

Listed in the "History" tile you will find all of your completed courses.

Click "Learning History" or click "View All" to view the Completed Work page.

Completed items can be sorted:

- **By Date**
 - After
 - Before
 - Between
- **By Title**

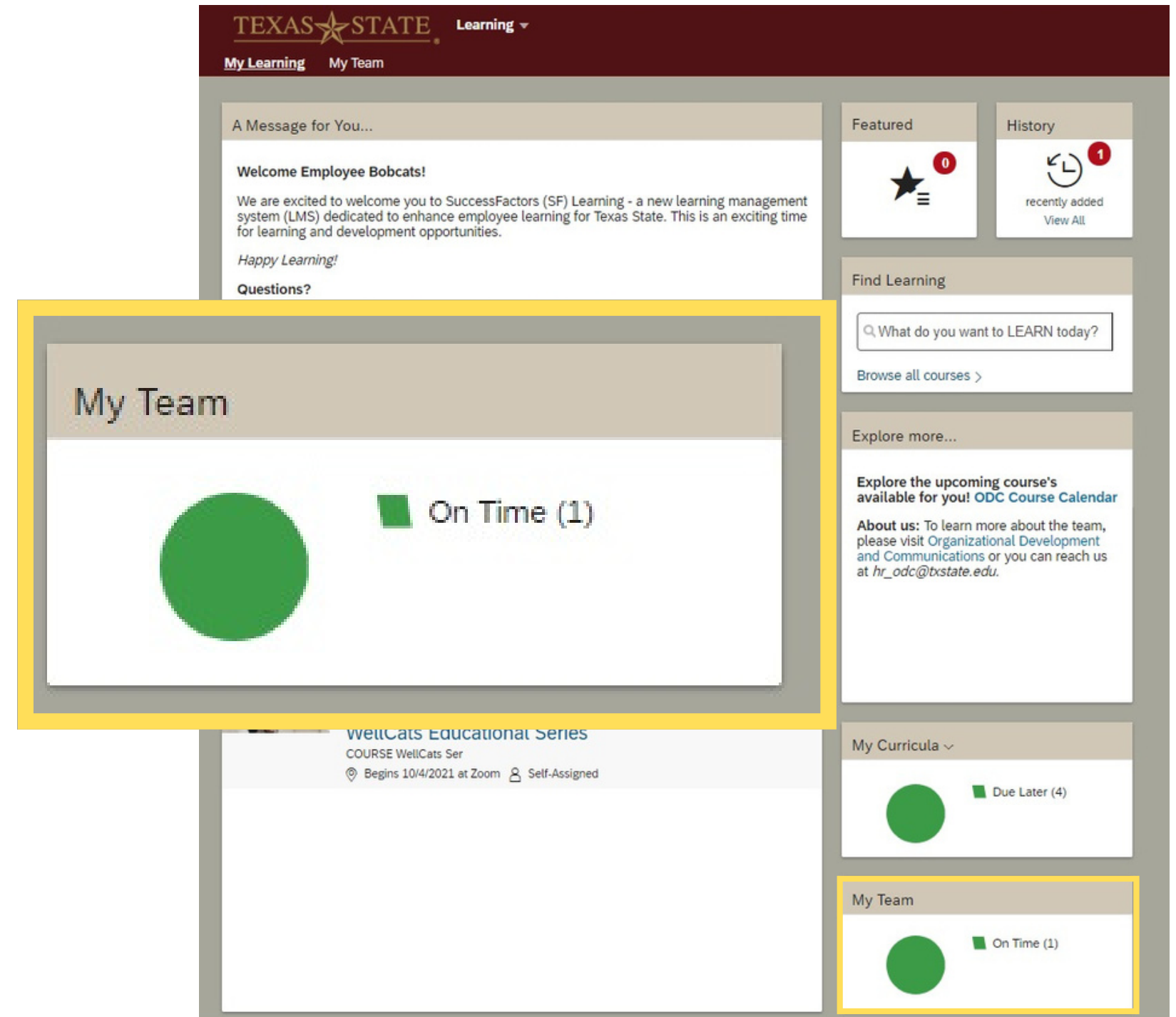


My Team (For Supervisors Only)

Listed in the "My Team" tile you will find an overview of your employee's training status.

You can select an employee's:

- **Learning plan**
 - Due within a month
 - Due later
 - Due anytime
- **Supervisor links**
 - Assign/Remove training
 - Register/Withdraw
- **Status**
- **Learning History**



**Note: Supervisors will have the option to nudge team members to complete trainings.*

**SEE YOU ON
SF LEARNING!**





Thank You

For more information, please contact Organizational Development & Communications (ODC).



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