

Project Drive Training Guide

Step-by-step instructions

Created: January 2024
Modified: October 2024



Introduction

The purpose of this guide is to have a detailed list of steps to:

- Create an Oracle account and navigate to Oracle Learning Explorer.
- Select the recommended Oracle Learning Pathways appropriate for your subject matter expertise.
- Complete Learning Paths and assessments to earn an Explorer badge, indicating your readiness to begin in the project implementation.

Sections


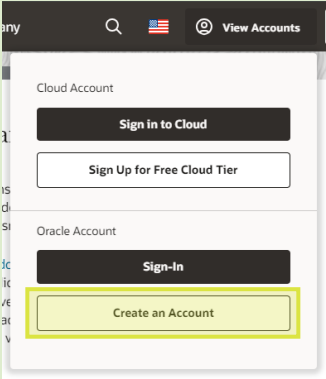
- 01** Creating an Oracle Account
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— Creating an Oracle Account



Creating an Oracle Account

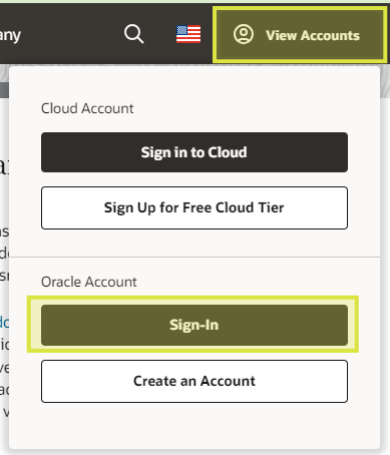
This step is only required if you have not created or logged into Oracle. If you have already done this, proceed to the next topic.

Step	Details
1	Navigate to oracle.com .
2	Select View Accounts in the top-right corner. <div></div>
3	Select Create an Account . <div></div>
4	Using your USF email address, complete the required profile information to create your account. It is suggested to avoid using your USF password for the site.
5	After completing the required profile information, verify your account through your USF email. Once complete, return to oracle.com .



Creating an Oracle Account (continued)

This step is only required if you have not created or logged into Oracle. If you have already done this, proceed to the next topic.

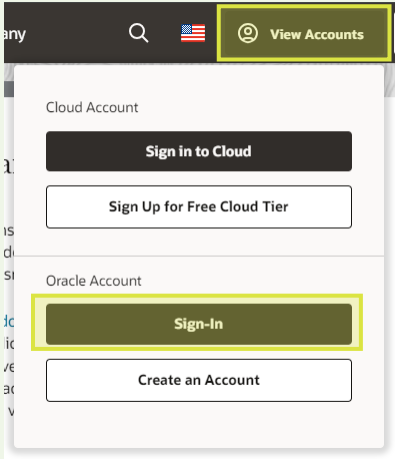
Step	Details
6	<p>Select View Accounts in the top right corner and then select Sign-In.</p> <p>Note: If you see your name shown instead of Sign-In, no further action is necessary.</p> 

— Logging into Oracle Learning Explorer



Logging into Oracle Learning Explorer


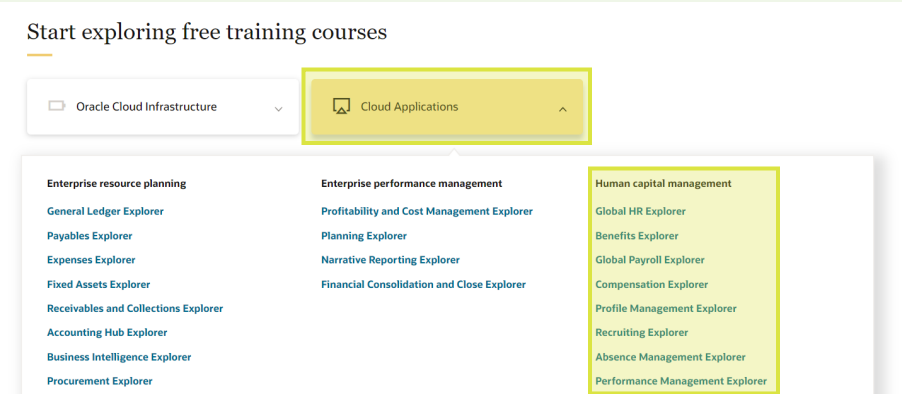
Step	Details
1	Navigate to Oracle University's Learning Explorer .
2	Select View Accounts in the top right corner and then select Sign-In . Note: If you see your name shown instead of Sign-In, no further action is necessary to sign in.
3	When selecting Sign-In: This should automatically sign you in since you were already logged into the homepage. If it does not, please sign in using the credentials you provided during your Oracle account creation.
4	You will select your learning paths from the links in the following section.



Adding Learning Paths to Your Queue



Adding Learning Paths to Your Queue

Step	Details	
1	<p>After following the previous steps, you should be taken to an Oracle Learning Explorer page.</p> <p>Scroll down to Start Exploring free training courses.</p>	
2	<p>You can select Cloud Applications > Navigate to the Human capital management column to review the learning available.</p> <p>Select the applicable explorer(s) to get started with free learning.</p>	

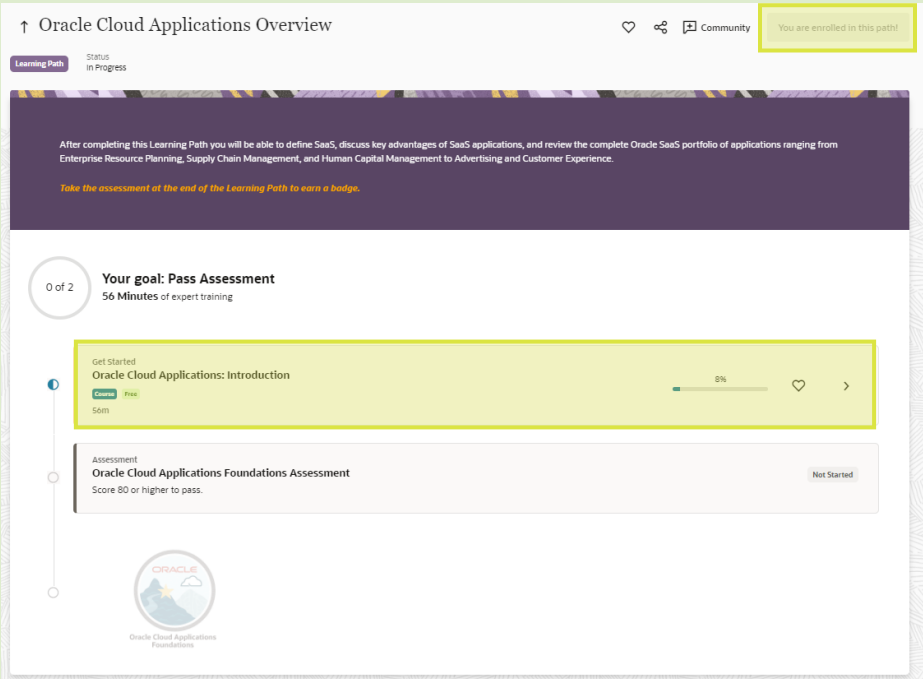


Adding Learning Paths to Your Queue (continued)

Step	Details
4	<p>After selecting a learning item to begin, review the components of the learning by reviewing the learning summary and objective, duration of time, and which roles the learning supports. Select Enroll in this path if you would like to pursue the learning.</p> <div><div><div>↑ Profile Management Explorer</div><div>Status Not Started</div><div>Learning Path</div><div>Community</div><div>Enroll in this path</div></div><div><div>Kick start your training on Profile Management and <i>Earn the Explorer Badge!</i></div><div>This Learning Path is applicable to anyone who is new to Profile Management and, also to job roles such as:</div><div><ul style="list-style-type: none">Talent Management ImplementerTalent Management AdministratorHR SpecialistHR Generalist</div><div>This Learning Path covers:</div><div><ul style="list-style-type: none">Profile OverviewManaging Profiles as an Employee, Manager, and HR SpecialistAdministrator Functions</div></div><div><div>0 of 9</div><div>Your goal: Pass Assessment 1+ Hours of expert training</div></div><div><div>Getting Started with Profile Profile Overview</div><div>Module Free</div><div>0m</div><div>0%</div><div>></div></div></div>



Adding Learning Paths to Your Queue (continued)

Step	Details
5	<p>After enrolling, the top right corner confirms you are enrolled, and you can begin the learning by selecting the first item in the list is shown by selecting the arrow or anywhere within the box.</p> 



Adding Learning Paths to Your Queue (continued)

Step	Details
6	<p>Once the learning has started, you can view the playlist and duration on the right column and pause/play the learning as you need.</p>



Selecting Appropriate Pathways



Selecting Appropriate Pathways

PROJECT TEAM

- Everyone involved in the project should take the following courses to have a basis of foundational information:
 - [Discover and Train in CyberSecurity](#) (IT or tech teams only)
 - [Global HR Explorer](#)

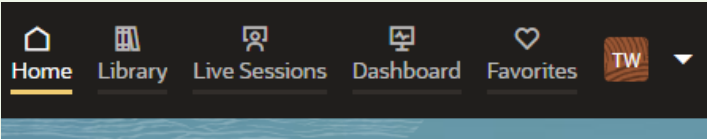
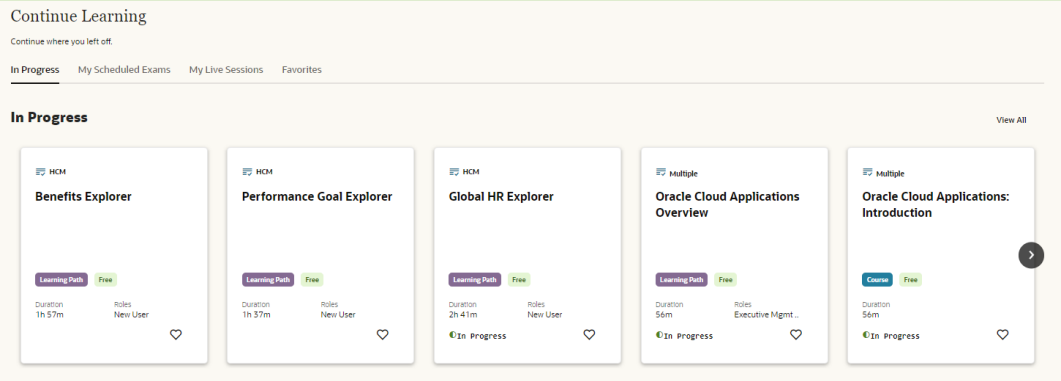
DEPARTMENT OR MODULE-SPECIFIC

- Based on your subject matter expertise, you can select and complete all applicable courses.
- The list is shown in the Summary of Learning Available section.

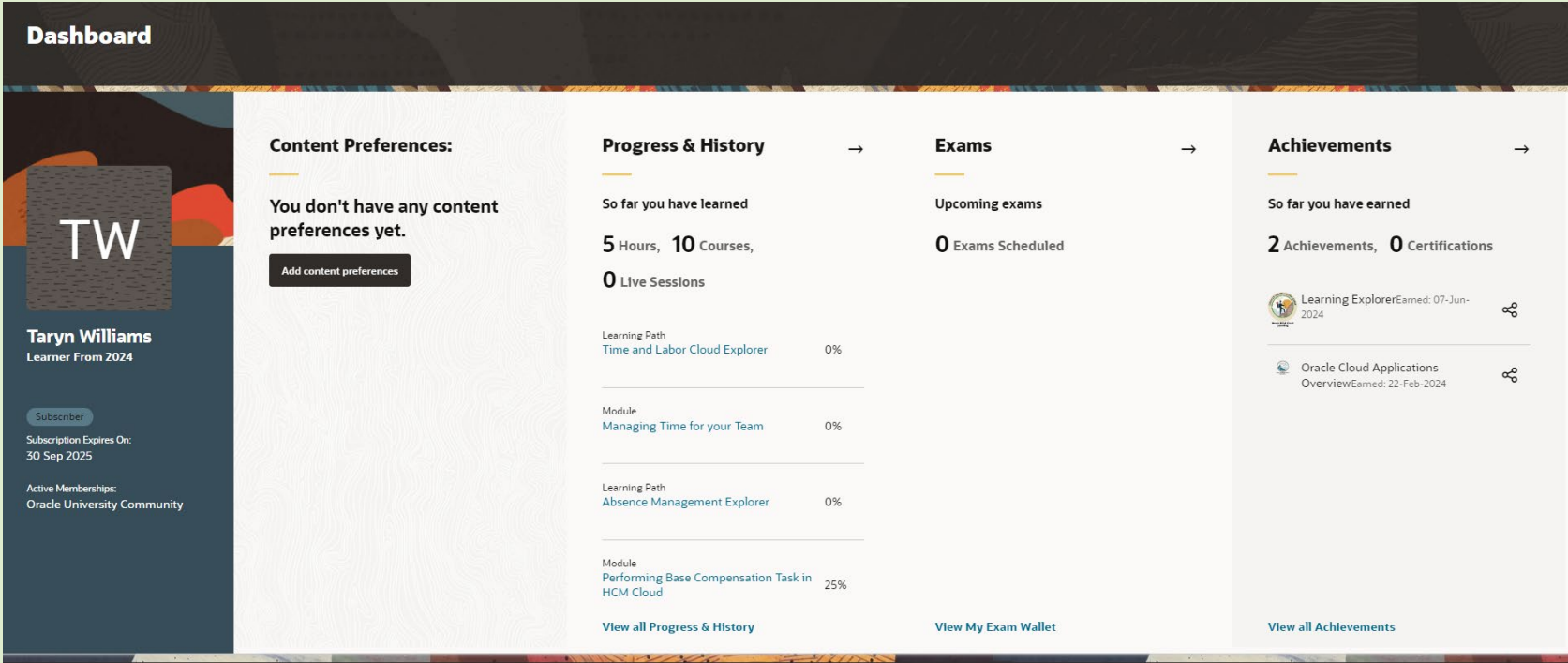
Finding Your Enrolled Learning Paths



Finding Your Enrolled Learning Paths


Step	Details
1	Once you have enrolled in all your required or needed learning paths, return to Oracle University's Learning Explorer .
2	<p>You may be prompted to sign-in if it's been quite some time since your last log in.</p> <p>Confirm if you are logged in by reviewing the top right square. It will have your initials showing if you are logged in.</p> 
3	<p>You will see a Continued Learning screen with all of your learning paths and in-progress learning.</p> <p>Select any in-progress tile to begin or resume your learning.</p> 

Finding Your Enrolled Learning Paths (continued)

Step	Details
4	<p>In addition to step 3, you can select Dashboard in the top right corner to review your Progress & History, Exams, and Achievements (including badges earned).</p>  <p>The screenshot shows the Oracle Learning Explorer Dashboard for user Taryn Williams. The dashboard is divided into four main sections: Content Preferences, Progress & History, Exams, and Achievements. The Content Preferences section indicates that no preferences have been set. The Progress & History section shows a summary of learning progress: 5 Hours, 10 Courses, and 0 Live Sessions. It lists two learning paths: 'Time and Labor Cloud Explorer' (0% progress) and 'Absence Management Explorer' (0% progress). The Exams section shows 0 Exams Scheduled. The Achievements section shows 2 Achievements and 0 Certifications, including 'Learning Explorer' (earned 07-Jun-2024) and 'Oracle Cloud Applications Overview' (earned 22-Feb-2024). The user's profile on the left shows they are a Subscriber with a subscription expiring on 30 Sep 2025 and are a member of the Oracle University Community.</p>



Finding Your Enrolled Learning Paths (continued)

Step	Details
4	<p>After completing a learning path, you may be required to pass the final assessment to earn an Explorer Badge. You can also see completed courses in your Achievements section within the Dashboard.</p> <div><p>Example</p></div>

— Summary of Learning Available



Summary of Learning Available

The following education courses are recommended to prepare for Oracle implementation and for the project team to make key decisions.

Learning Paths – Under an hour

Succession Management Explorer	57 minutes
Talent Review	55 minutes
Workforce Health & Safety Explorer	59 minutes

Learning Paths – Over two hours

Global HR Explorer	2 hours 41 min.
HCM Cloud Integration Explorer	2 hours 11 min.
Learning Explorer	2 hours 18 min.

Learning Paths – Over an hour

Absence Management Explorer	1 hour 23 min.
Benefits Explorer	1 hour 57 min.
Career Development Explorer	1 hour 24 min.
Compensation Explorer	1 hour 54 min.
Global Payroll Explorer	1 hour 55 min.
HR Help Desk Explorer	1 hour 1 min.
Performance Goal Explorer	1 hour 37 min.
Performance Management Explorer	1 hour 48 min.
Profile Management Explorer	1 hour 26 min.
Recruiting Explorer	1 hour 40 min.
Time and Labor Explorer	1 hour 52 min.

Summary of Learning Available | Descriptions

Learning Paths – Under an hour

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Talent Review	<p>This Learning Path is for anyone new to Talent Review and also job roles such as:</p> <ul style="list-style-type: none">• Manager• HR Specialist	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• An overview of Talent Review• Talent Review Tasks for a manager• Talent Review Tasks for an HR Specialist
Succession Management Explorer	<p>The Learning Path is for anyone new to Succession Management and job roles such as:</p> <ul style="list-style-type: none">• Implementer• Administrator• HR Specialist• HR Administrator	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Succession Management Overview• Managing Succession Management as a Manager• Managing the Setup and Maintenance Tasks for Succession Planning• Managing Succession Management Plans
Workforce Health & Safety Explorer	<p>This Learning Path is for anyone new to Workforce Health and Safety and job roles such as:</p> <ul style="list-style-type: none">• Employee• Manager	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• An overview of Workforce Health and Safety• Workforce Health and Safety Tasks for an Employee• Workforce Health and Safety tasks for a HR Administrator

Summary of Learning Available | Descriptions

Learning Paths – Over an hour

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Global Payroll Explorer	<p>This Learning Path is for anyone new to Global Human Resources, and also to job roles such as:</p> <ul style="list-style-type: none">• HR Specialist• Line Managers• Implementers• Administrators• Power Users	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Global Human Resources Overview• Employee Tasks• Manager Tasks• HR Specialist Tasks• Global Human Resources Additional Features
Compensation Explorer	<p>This Learning Path is applicable for anyone new to Compensation and, also to job roles such as:</p> <ul style="list-style-type: none">• Employees• Line Managers• Compensation Team members• Administrators• Implementers	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Compensation Overview• Base Compensation• Individual Compensation• Workforce Compensation• Total Compensation• Compensation History
Absence Management Explorer	<p>This Learning Path is applicable for anyone who is new to Absence Management, and also to job roles such as:</p> <ul style="list-style-type: none">• Employees• HR Team Members• Implementers• Administrators• Power Users	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Absence Management Overview• Getting Started with Absence Management• Recording Absences• Managing Absence Records

Summary of Learning Available | Descriptions

Learning Paths – Over an hour

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Benefits Explorer	<p>This Learning Path is applicable for anyone who is new to Benefits and, also to job roles such as:</p> <ul style="list-style-type: none">• Employees• Benefit Implementers• Benefit Administrators	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Benefits Overview• Life Events• Using Benefits as an Employee and as an Administrator• Open Enrollment• Benefits Billing• Selling Vacation and Sick Time
Time and Labor Explorer	<p>This Learning Path is for anyone new to Time and Labor, and also to job roles such as:</p> <ul style="list-style-type: none">• Employees• Managers• Time and Labor Administrators	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Time and Labor Overview• The Time and Labor Manager/Administrator• Manager Self Service• Employee Self Service
Recruiting Explorer	<p>This Learning Path is applicable for anyone who is new to Recruiting and, also to job roles such as:</p> <ul style="list-style-type: none">• Recruiters• Supervisors, Line and Hiring Managers• Administrators• Implementers	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Hiring Overview• Create a Job Opening• Sourcing• The Applicant• The Hire

Summary of Learning Available | Descriptions

Learning Paths – Over an hour

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Profile Management Explorer	<p>This Learning Path is applicable to anyone who is new to Profile Management and, also to job roles such as:</p> <ul style="list-style-type: none">• Talent Management Implementer• Talent Management Administrator• HR Specialist• HR Generalist	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Profile Overview• Managing Profiles as an Employee, Manager, and HR Specialist• Administrator Functions
HR Help Desk Explorer	<p>This Learning Path is applicable for anyone who is new to Human Resources Help Desk, and also to job roles such as:</p> <ul style="list-style-type: none">• Employees• Help Desk Agents• Implementers• Administrators	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Human Resources Help Desk Overview• Getting Started with Human Resources Help Desk• Service Requests• Administering the Help Desk
Performance Goal Explorer	<p>This Learning Path is for anyone that is new to Performance Goal Management, and also to job roles such as</p> <ul style="list-style-type: none">• Employee• Manager• HR Specialist• HR Administrator	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Performance Goal Overview• Employee Performance Goal Activities• Manager Performance Goal Tasks• HR Specialist Performance Goal Tasks• HR Administrator Goal Tasks

Summary of Learning Available | Descriptions

Learning Paths – Over an hour

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Performance Management Explorer	<p>This Learning Path is for anyone new to Performance Management, and also to job roles such as:</p> <ul style="list-style-type: none">• Employee• Manager• HR Specialist• Administrators	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Performance Management Overview• Managing Performance Management as an Employee• Managing Performance Management as a Manager• Managing your Area of Responsibility Employee's Performance Management• Managing the Performance Management Template
Career Development Explorer	<p>This Learning Path is applicable for anyone new to Career Development, and also to job roles such as:</p> <ul style="list-style-type: none">• Employee• Manager• HR Specialist	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Career Development Overview• Managing Career Development as an Employee and as a Manager• Managing your Employee's Career Path



Summary of Learning Available | Descriptions

Learning Paths – Over two hours

LEARNING	LEARNING PATH IS FOR	LEARNING PATH COVERS
Learning Explorer	<p>This Learning Path is for anyone new to OLC, and also to job roles such as:</p> <ul style="list-style-type: none">• Administrators• Managers• Employee Learners	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Learning Overview• Content and catalog management• Promote learning to your team• Take advantage of learning
HCM Cloud Integration Explorer	<p>This Learning Path is applicable for anyone new to Cloud Integration and also, jobs such as:</p> <ul style="list-style-type: none">• Managers and Specialists• Implementers• Line Managers	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Data Migration and Import Tools Overview• Learning to work in the Data Exchange Work Area• Using Spreadsheet Data Loader• Overview of Data Extract tools• Running an OTBI Analysis• Running a BIP Report
Global HR Explorer	<p>This Learning Path is for anyone new to Global Human Resources, and also to job roles such as:</p> <ul style="list-style-type: none">• HR Specialist• Line Managers• Implementers• Administrators• Power Users	<p>This Learning Path covers:</p> <ul style="list-style-type: none">• Global Human Resources Overview• Employee Tasks• Manager Tasks• HR Specialist Tasks• Global Human Resources Additional Features



Questions?

Reach out to HRtransformation@usf.edu