

Step-by-Step Guide

Self-Registration and accessing the PLAN-GET-SHOW e-learning program for partners on Workday

If you already have an account on UNHCR Workday Learning, skip ahead to **Step 4: Access the Training Course**.

Step 1: Self-register

Go to the [registration page](#).

1. Fill in the required details:

- **Country**
- **First Name**
- **Last Name**
- **Email Address**

Register to Learn

STEP 1 of 2

Country* ?

(Select) ▼

Next Step

2. Click on **Next Step**.

Register to Learn

STEP 2 of 2

Given Name(s) *

Family Name

Email *

[Submit Registration](#)

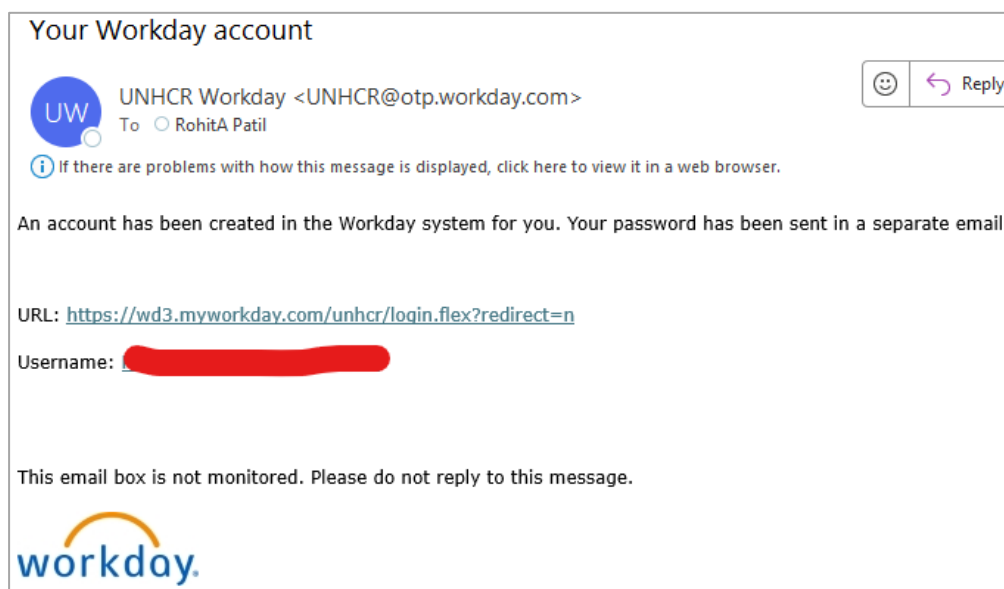
[← Back to Previous Step](#)

3. Click **Submit Registration**.

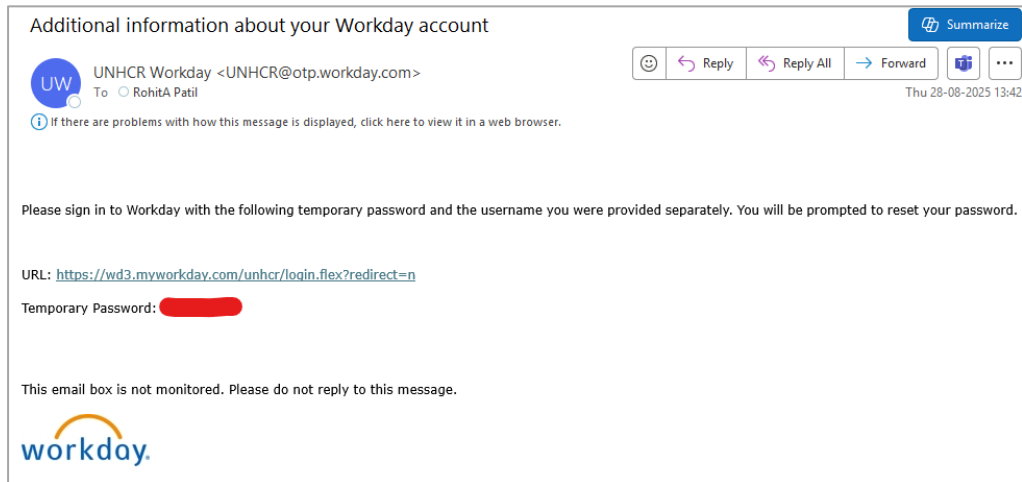
Step 2: Check your email

You will receive **two emails** from **UNHCR Workday**:

- **Email 1:** Contains the **learning platform link** and your **username**.



- **Email 2:** Contains your **temporary password**.



Step 3: Log in to the learning platform

1. Use the link and credentials from the emails to log in.
2. The system will prompt you to **change your password immediately**. Follow the instructions to set a new password.

Step 4: Access the training course

You have **two options** to access the course:


Option A: Direct link

- Once you have logged in, you will be able to access the **UNHCR PLAN-GET-SHOW e-learning program for partners** course by clicking on [this link](#).
- **Note:** This link will only work **after you are logged in** to the platform.

PLAN-GET-SHOW e-learning program for partners


This self-paced online program introduces UNHCR partners to the full programme cycle, from planning results, getting results and showing results. It is designed to strengthen meaningful participation and collaboration, ensuring the best possible support for the people we serve.

Duration	Program Length	Delivery Mode
11 hours	1 item	Self-Directed



PLAN-GET-SHOW e-learning for partners

[Start Program](#)

 **Hadir Abdelhamid Mohamed Shawki SH...**
Contact Person

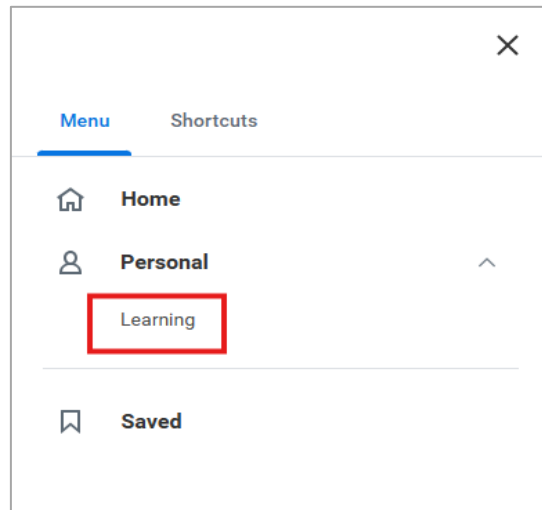
Drop enrollments for others?
[Drop Learners](#)

Items in this Program Program Information

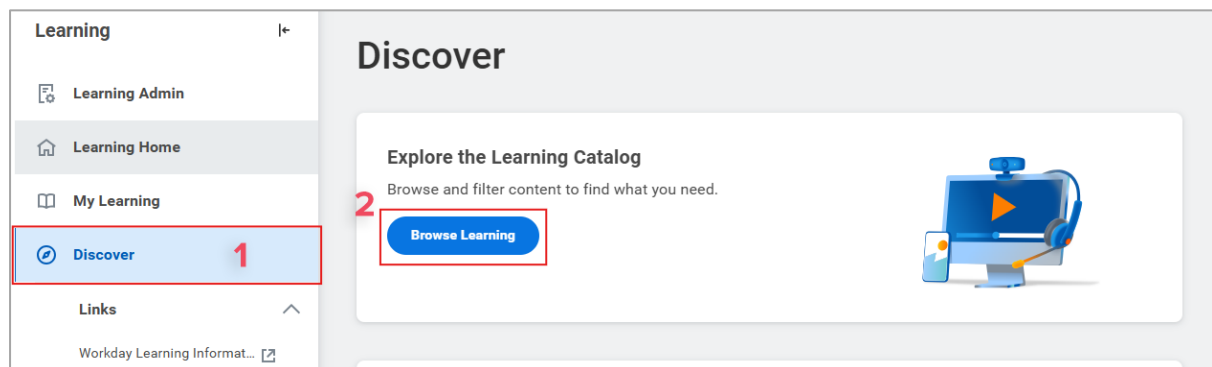
Item 1
PLAN 1: Assessments - for partners
PLAN 1: Assessments is the first module in UNHCR's PLAN-

Option B: Search in Workday via Learning Catalogue

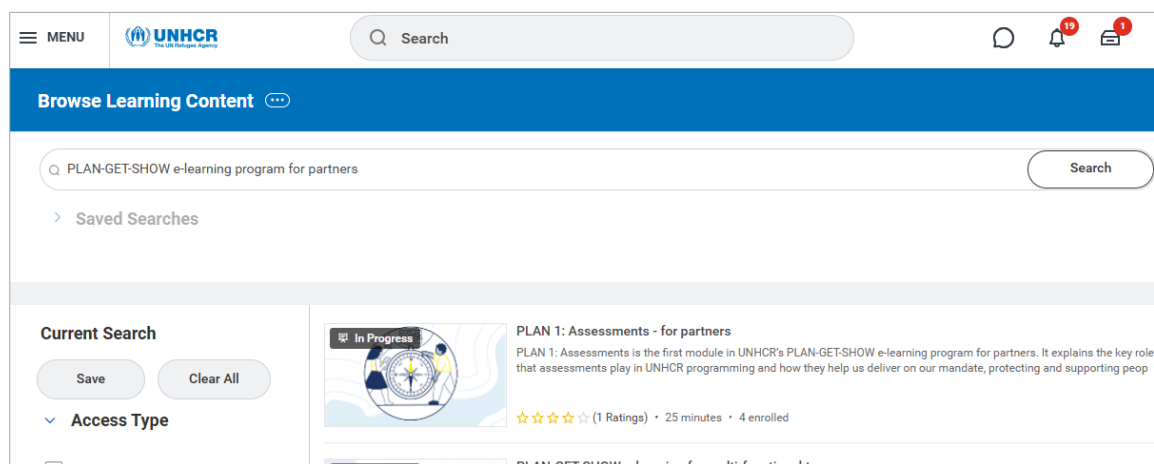
1. Click on the **Menu** (upper left corner).
2. Select **Learning**.



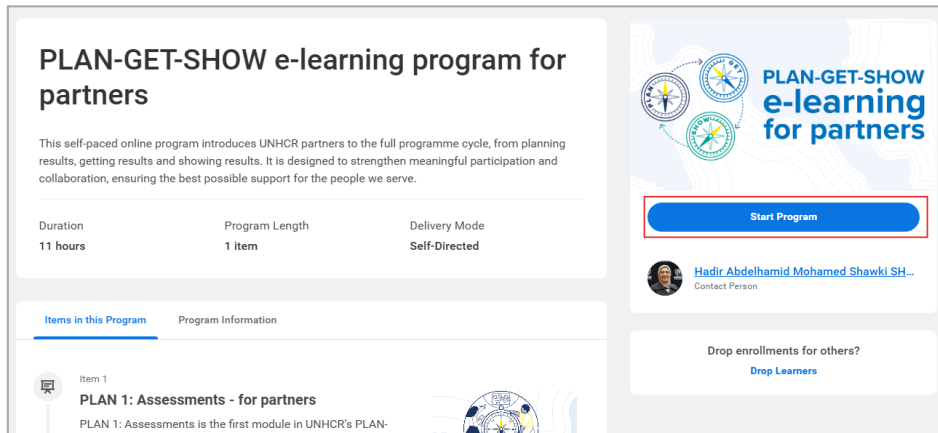
3. Go to **Discover** → **Browse Learning**.



4. In the **Learning Search**, type:
“PLAN-GET-SHOW e-learning program for partners”



5. Click **Start Course** to begin.



The screenshot displays the 'PLAN-GET-SHOW e-learning program for partners' page. The main heading is 'PLAN-GET-SHOW e-learning program for partners'. Below it, a description states: 'This self-paced online program introduces UNHCR partners to the full programme cycle, from planning results, getting results and showing results. It is designed to strengthen meaningful participation and collaboration, ensuring the best possible support for the people we serve.' A table provides program details:

Duration	Program Length	Delivery Mode
11 hours	1 item	Self-Directed

Below the table, there are two tabs: 'Items in this Program' (selected) and 'Program Information'. Under 'Items in this Program', 'Item 1' is listed: 'PLAN 1: Assessments - for partners'. A sub-description reads: 'PLAN 1: Assessments is the first module in UNHCR's PLAN-'. To the right, a sidebar features a 'Start Program' button (highlighted with a red rectangle), a contact person profile for 'Hadir Abdelhamid Mohamed Shawki SH...' with the title 'Contact Person', and a section titled 'Drop enrollments for others?' with a 'Drop Learners' link.

Step 5: Technical Support

If you face any technical issues, contact the **Workday Learning team** at: learning@unhcr.org

UNHCR DEPS/IMAS Teams