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:

   o **Country**
   o **First Name**
   o **Last Name**
   o **Email Address**

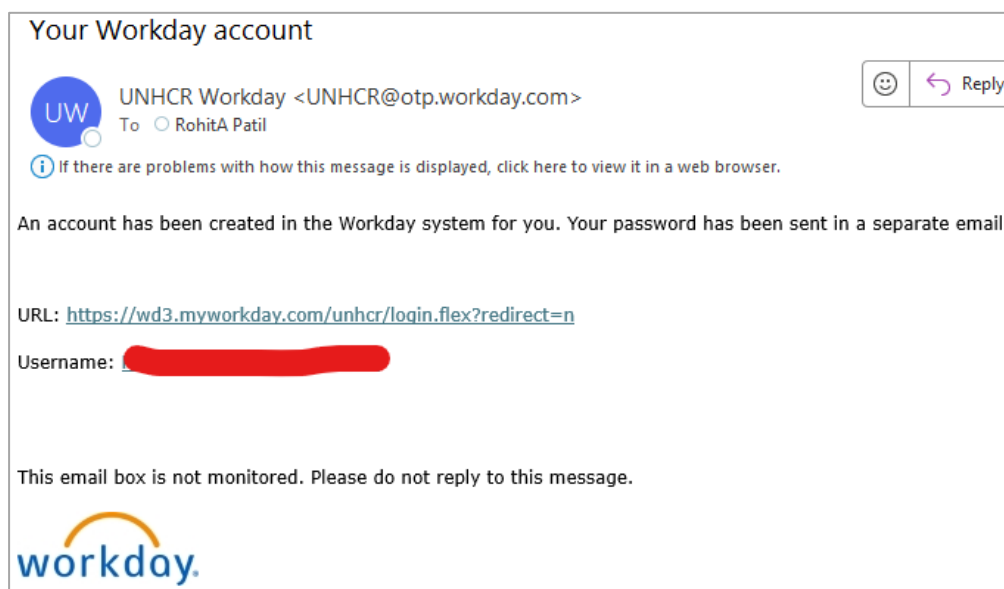2. Click on **Next Step.**
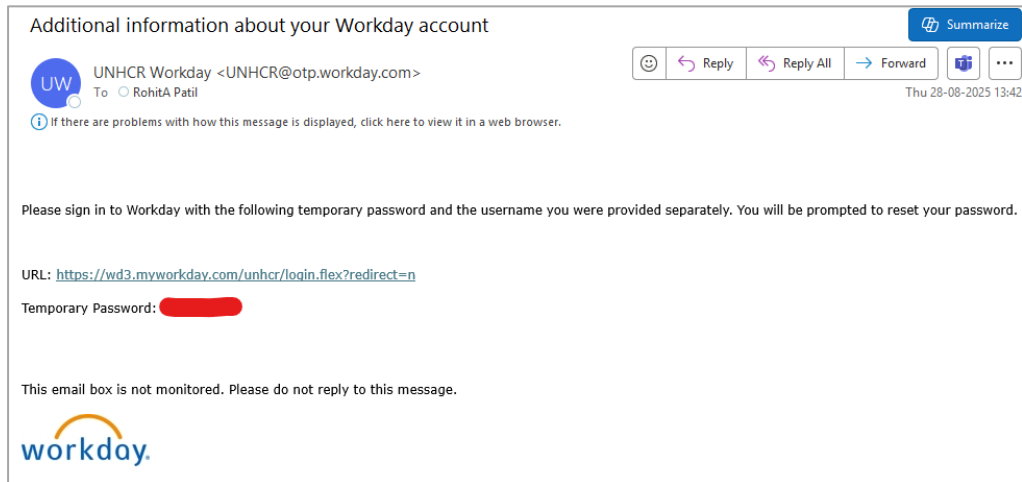

3. Click **Submit Registration**.

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.

Option B: Search in Workday via Learning Catalogue

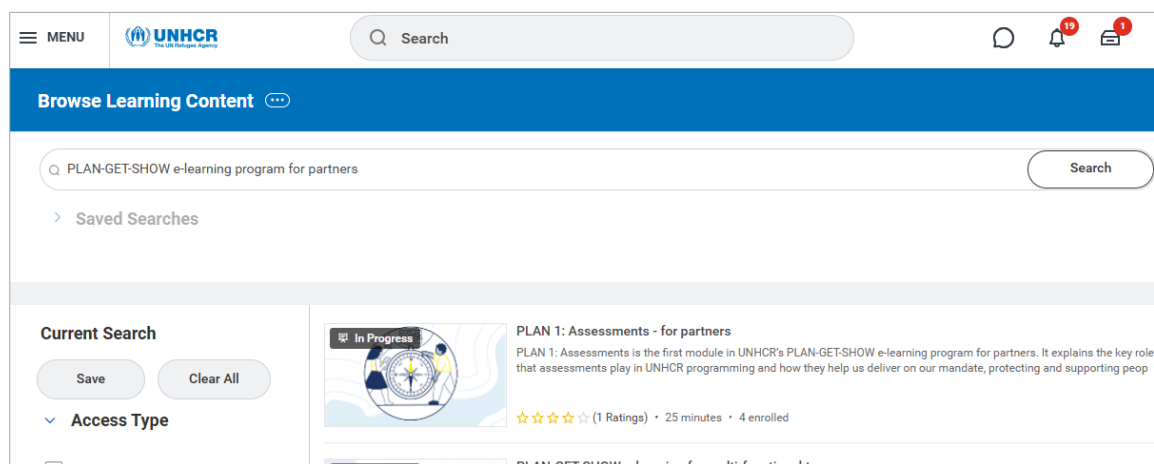1. Click on the **Menu** (upper left corner).
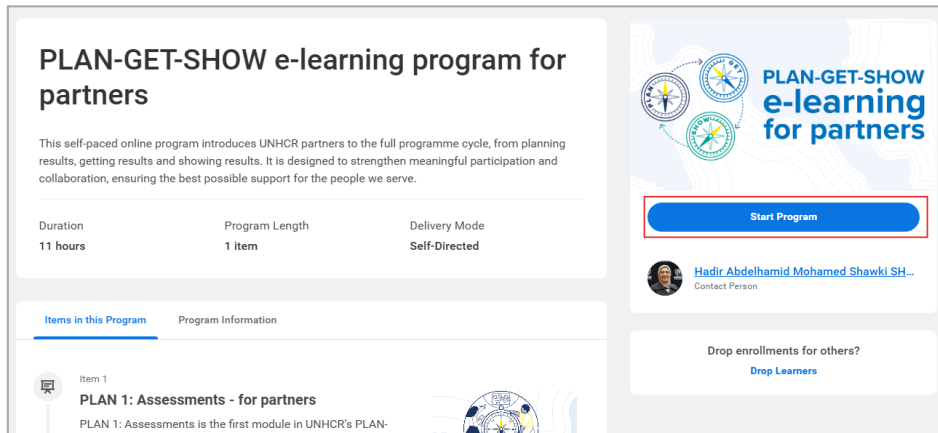
2. Select **Learning**.
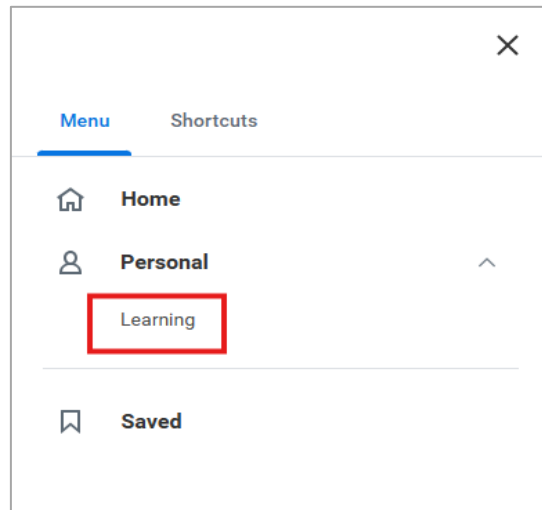
3. Go to **Discover → Browse Learning**.
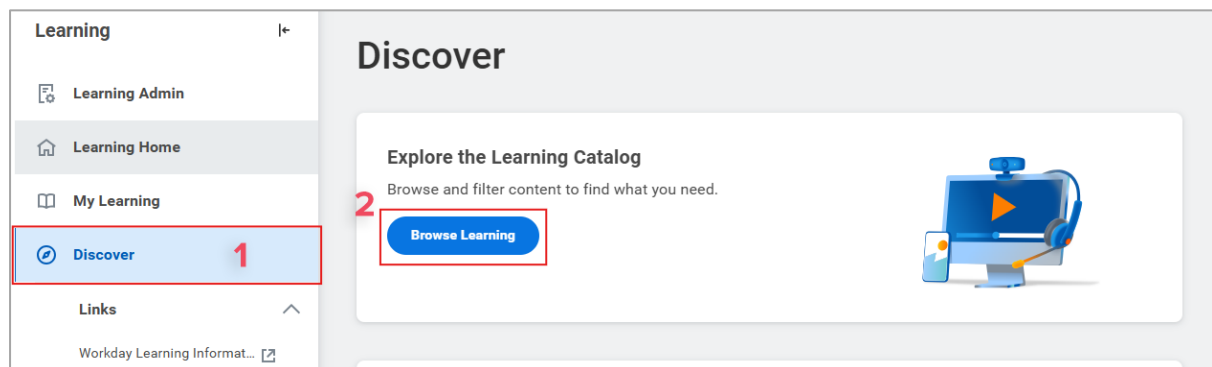
4. In the **Learning Search**, type:
   "PLAN-GET-SHOW e-learning program for partners"

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

Step 5: Technical Support

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

UNHCR DEPS/IMAS Teams