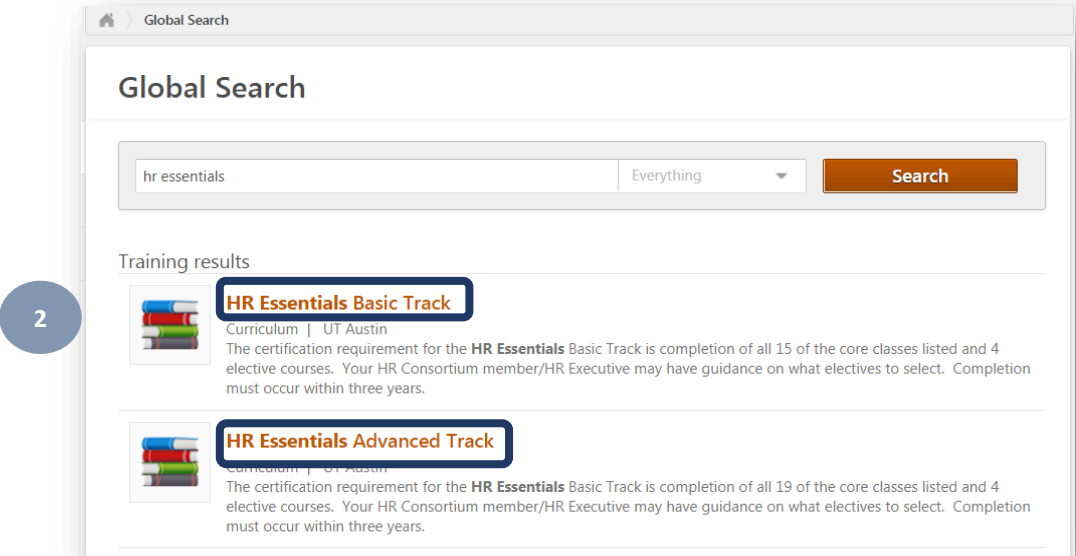
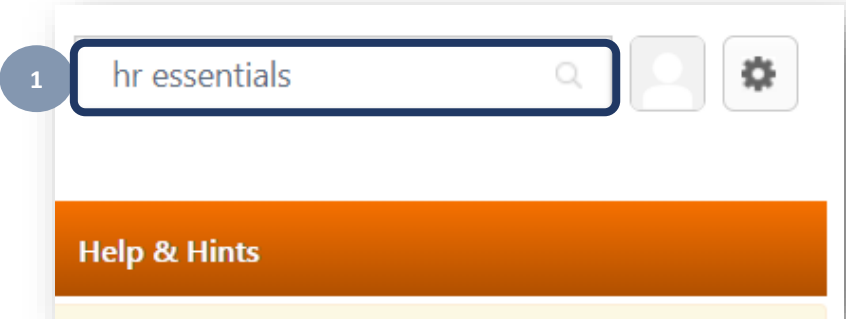




A curriculum is made up of modules or courses. It can include in-person courses and/or online courses. Generally, users must complete all of the items in the list to get credit for the curriculum.


To register:

1. Type in the curriculum title in the global search box and hit enter.
2. Select the appropriate track by clicking on the curriculum title.




3. The Training Details page shows the selected curriculum. Click **Request** to register for the curriculum.

4. Once enrolled, from the **View Your Transcript** page, locate the curriculum and click **Open Curriculum**.

 Search Training Details

Training Details



HR Essentials Basic Track

Curriculum • UT Austin

3


Request

Assign

The certification requirement for the HR Essentials Basic Track is completion of all 15 courses. The HR Executive may have guidance on what electives to select. Completion must occur within 12 months of enrollment.




Withdrawing from a curriculum is not currently available. If a user is registered in error for a curriculum, submit a ticket to the UT Service Desk.



HR Essentials: Begin & End Dates (Starts 4/23/2018)

Due: No Due Date Status: Withdrawn


Select Session ▼



HR Essentials Basic Track

Due: No Due Date Status: In Progress

4 Open Curriculum ▼



HR Essentials Advanced Track

Due: No Due Date Status: In Progress

Open Curriculum ▼

The curriculum page will list all the courses required to receive credit.

5. The system keeps track of completed modules by updating the **Curriculum Progress** chart in the upper left of the curriculum page.

6. The system also places a checkmark next to the courses that have been completed.

7. Some curriculum are divided into sections. Click the section title to view the courses.

8. Each section has a summary header that keeps track of the user’s progress.

9. To enroll for a course, click **Select Session** from the drop down menu.

5

58%

CURRICULUM PROGRESS

7

HR Essentials Advanced Track

CORE

ELECTIVES

Options

90%

Core

Completed: 17 Min Required: 19 Total Items: 19

8

✓

HR Essentials: HR at UT

Status: Completed Due: No Due Date Duration: 2 hrs

Basic Track: Core Advanced Track: Core For series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's HR...

View Training D...

✓

HR Essentials: Classification

Status: Completed Due: No Due Date Duration: 2 hrs

Basic Track: Core Advanced Track: Core For series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's HR...

View Training D...

HR Essentials: Classification

Status: Approved Due: No Due Date Training Hours: 2 hrs

Basic Track: Core Advanced Track: Core For series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's HR...

Select Session

✓

HR Essentials: Compensation

Status: Completed Due: No Due Date Duration: 2 hrs

Basic Track: CoreAdvanced Track: CoreFor series description, click here. Note: Attendance in any HR Essentials Course must be approved by portfolio's HR...


View Training D...



In some cases, users may have registered for the courses **before** registering for the curriculum.


As a result, the course is listed on both the active transcript page and on the curriculum page. Once the course is completed, it will also be listed on both the completed transcript page and on the curriculum page.

The duplicate entries will not impact your completion for the curriculum.




HR Essentials: Understanding & Using Workforce Data (Starts 9/13/2018)
Due: No Due Date Status: Registered

Select Session ▼



HR Essentials Basic Track
Due: No Due Date Status: In Progress

Open Curriculum ▼



HR Essentials Advanced Track
Due: No Due Date Status: In Progress

Open Curriculum ▼

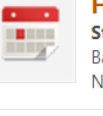
63%

CURRICULUM PROGRESS

HR Essentials Advanced Track

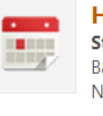
☒ CORE

☐ ELECTIVES



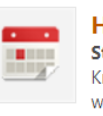
HR Essentials: Conflict and Communication
Status: Withdrawn Due: No Due Date Duration: 3 hrs 30 min
Basic Track: ElectiveAdvanced Track: ElectiveFor series description, click here.
Note: Attendance in any HR Essentials Course must be approved by portfolio's...

View Training D... ▼



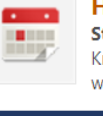
HR Essentials: Managing Student Employees
Status: Registered Due: No Due Date Duration: 1 hrs 30 min
Basic Track: ElectiveAdvanced Track: ElectiveFor series description, click here.
Note: Attendance in any HR Essentials Course must be approved by portfolio's...

View Training D... ▼



HR Essentials: Understanding & Using Workforce Data
Status: Withdrawn Due: No Due Date Duration: 2 hrs
Knowledge is power. This is why data literacy is so important. In this course, you will learn about how to use data and technology available at UT to support...

View Training D... ▼



HR Essentials: Understanding & Using Workforce Data
Status: Registered Due: No Due Date Duration: 2 hrs
Knowledge is power. This is why data literacy is so important. In this course, you will learn about how to use data and technology available at UT to support...

View Training D... ▼

10. Once you have completed all the required courses, the curriculum progress chart is updated.

11. To retrieve your certificate, from the transcript page, select **Completed** from the drop-down menu.

10

100%

CURRICULUM PROGRESS

HR Essentials Basic Track

✓ CORE

✓ ELECTIVES

HR Essentials Basic Track

Options

The certification requirement for the HR Essentials Basic Track is completion of all 15 of the core classes listed and 4 elective courses. Your HR Consortium member/HR Executive may have guidance on what electives to select. Completion must occur within three years.

100%

Core

Completed: 15

Min Required: 15

Total Items: 15

View Details

100%

Electives

Completed: 5

Min Required: 4

Total Items: 10

View Details

11

Active

Completed

Archived

By Due Date

All Types

Search for training

2018

Status: Registered

Misconduct Prevention

Launch


Due: 8/30/2018

Status: Registered


Introduction to the Compliance & Ethics Program

Launch


12. Search for the curriculum, select **View Certificate** from the drop-down menu. This opens the certificate page in a separate window.



HR Essentials Basic Track
Completed: 6/20/2018 Status: Completed



Workday HCM End User Testing - Staff (Round 1) (Starts 6/5/2018)
Completed: 6/12/2018 Status: Completed



Workday HCM Super User Orientation - Make-up Sessions (Starts 5/31/2018)
Completed: 5/31/2018 Status: Completed

View Completio...

View Completion Page
View Certificate
Open Curriculum
View Training Details

View Certificate

