

# **LCBO Convenience Outlets**

**Welcome to LCBO Online Learning in  
Workday**

**(On a Computer)**

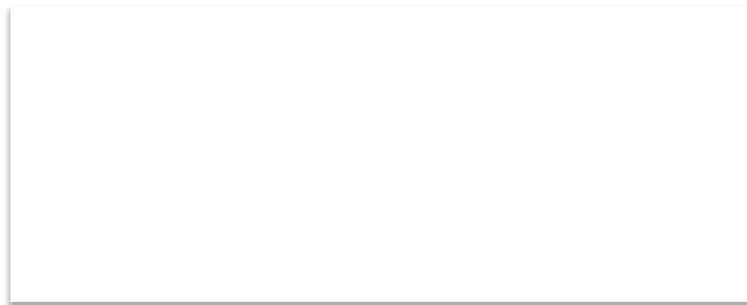
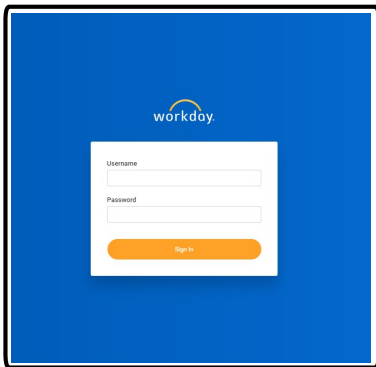




## Login to the LCBOs Online Learning System - Workday

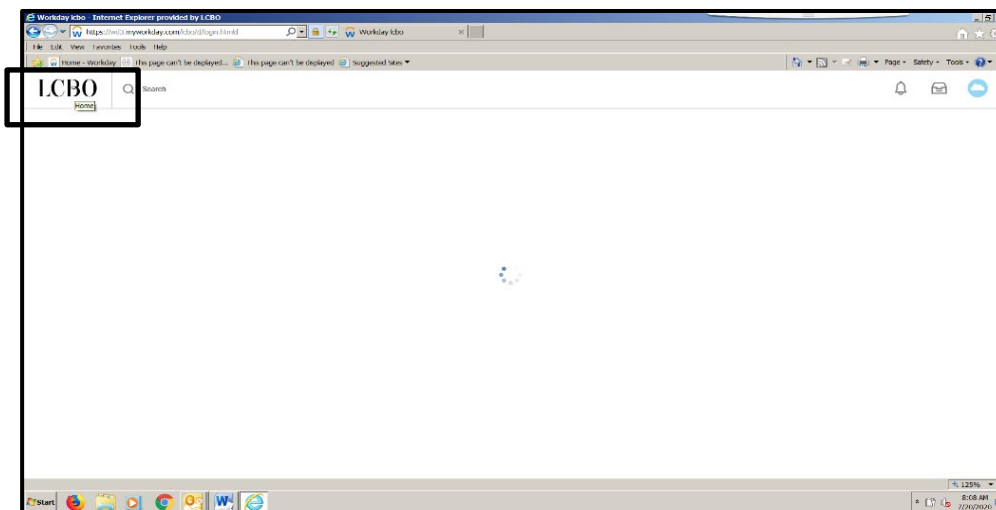
Click this [link](#) to access the Workday sign-on page.

1. **Enter your Username.** \*Your User Name was provided to you by the LCBO in your “LCBO Convenience Outlets – Mandatory Training” welcome email.
2. **Enter your Password.** \*Note the username and password are case sensitive.
3. **Click Sign-in.**



### Having trouble logging in?

1. **To reset** your Username and/or Password, email ConvenienceOutlets@lcbo.com.
2. **Click** this Workday [link](#) to access the Workday sign-on page.
3. **Enter your Username.** \*Your User Name was provided to you by the LCBO in your “LCBO Convenience Outlets – Mandatory Training” welcome email.
4. If the page is having trouble loading, **click** the LCBO image in the top left-hand corner.





## B. Change Your Password

The first time you logon to Workday, you are provided with a “Temporary Password” that you must change.

1. **Enter** your Old Password (temporary password) into the “Old Password” field.
2. **Enter** your New Password in the “New Password field”.
3. **Re-enter** your New Password into the “Verify New Password” field.
4. **Click** Submit

Workday kbo1 - Change Password - Internet Explorer provided by LCBO

https://wd3-impl.workday.com/wday/authgw/ico1/login.htm

Workday kbo1 - Change Pa...

File Edit View Favorites Tools Help

Home - Workday This page can't be displayed... This page can't be displayed Suggested Sites

workday.

Please change your password

**Change Password**

Old Password  
\*\*\*\*\*

New Password  
\*\*\*\*\*

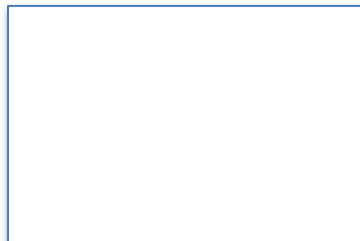
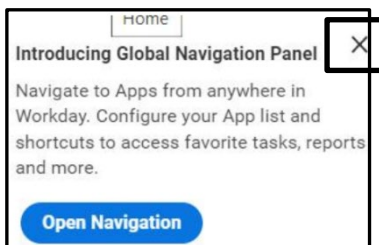
Verify New Password  
\*\*\*\*\*

Submit

Back to Sign In

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5. If you are logging into Workday for the first time, you will see this “Pop up” box. You may ignore this message. **Click** the X to close the “pop-up” box.

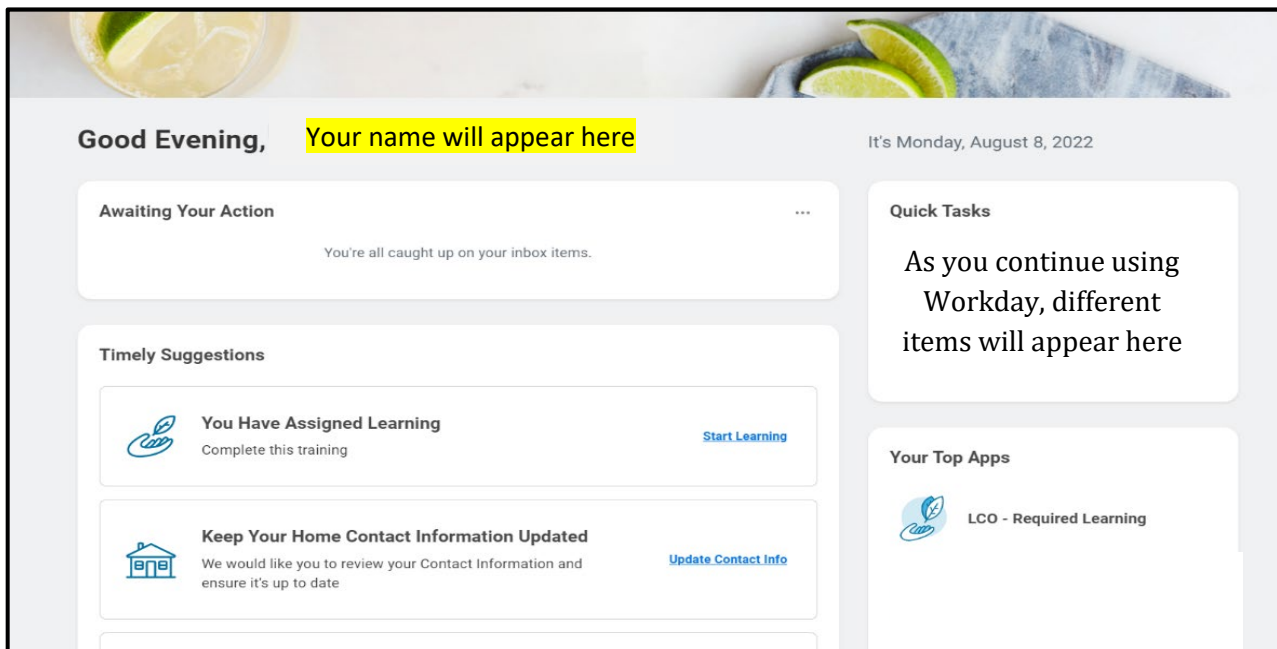




## C. Locate and Launch a Required Course in Workday

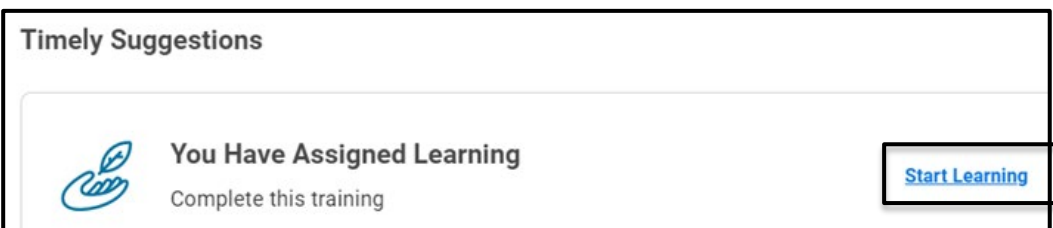
The **Home Page** is the first page you see once you have successfully logged onto Workday. The **Home page** contains an Application (App) named **LCO-Required Learning**. **All required online Learning courses are accessible in this App.**

Note: You can click the LCBO **(upper left corner)** logo anytime to return to this Workday Home Page.



**1. To access your required learning, you may either**

**A) Click the Start Learning link OR**



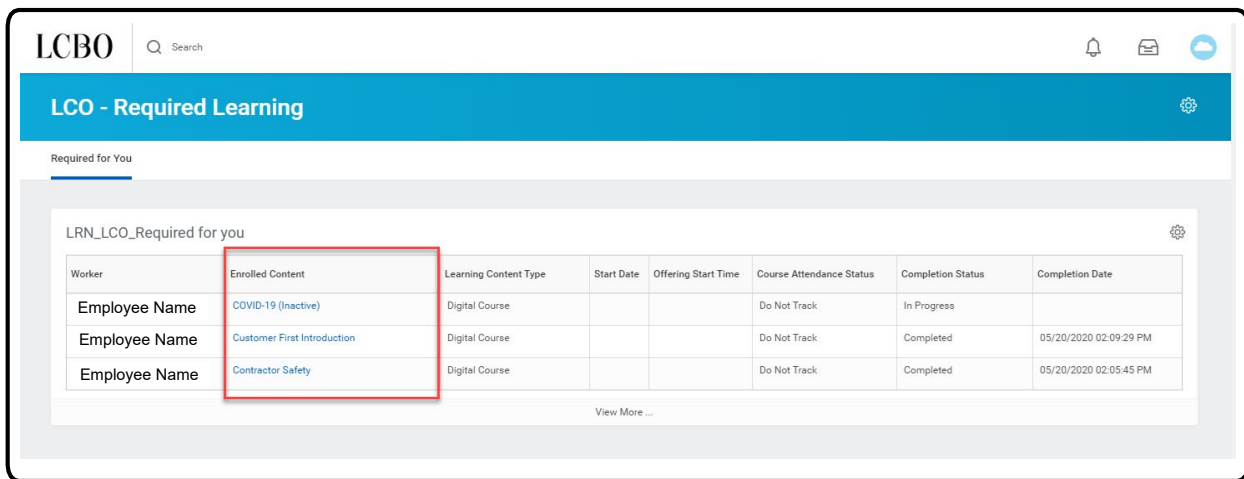
**B) Click the LCO-Required Learning application.**



You will see a list of your required courses. These courses are organized into 3 categories:

- **Not Started:** a new required course.
- **In Progress:** a required course you have previously started but not completed.
- **Completed:** a course you have successfully completed. (Note: you can view completion dates).

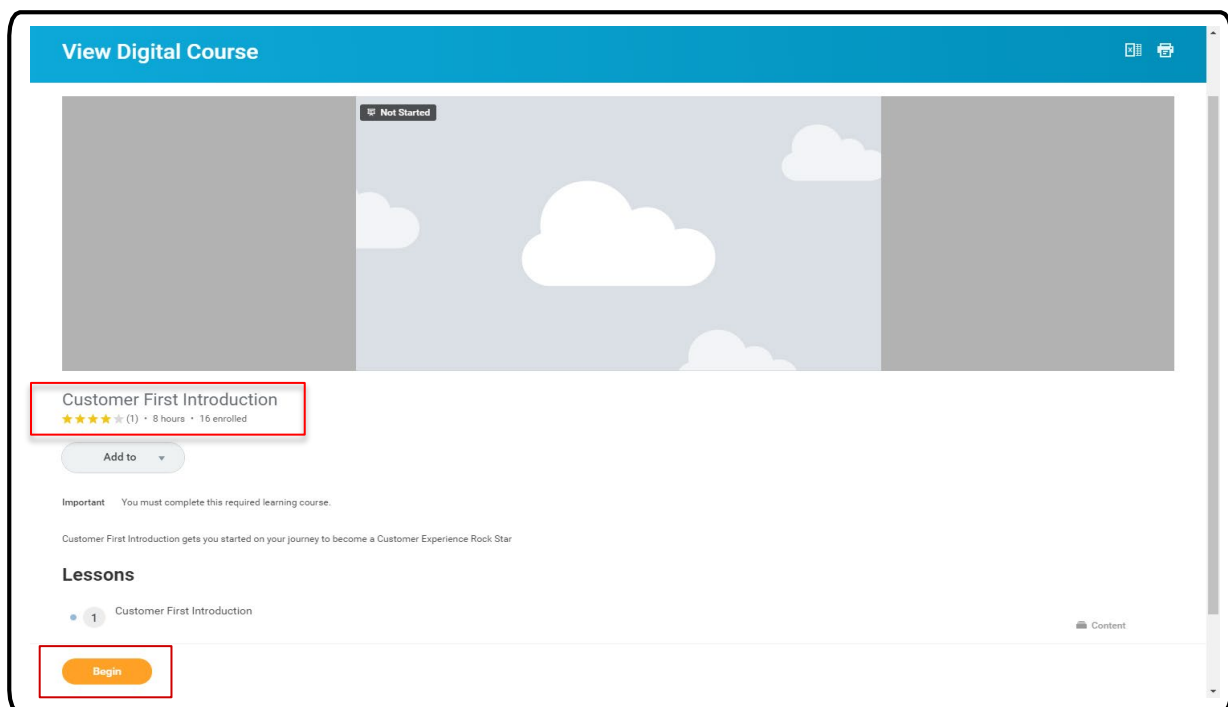
2. Click the **course name** highlighted in blue and listed in the Enrolled Course column to see details.



The screenshot shows the 'LCBO LCO - Required Learning' page. A table titled 'LRN\_LCO\_Required for you' lists three courses. The 'Enrolled Content' column contains links for 'COVID-19 (Inactive)', 'Customer First Introduction', and 'Contractor Safety'. The 'Customer First Introduction' link is highlighted in blue. The table also includes columns for Learning Content Type, Start Date, Offering Start Time, Course Attendance Status, Completion Status, and Completion Date.

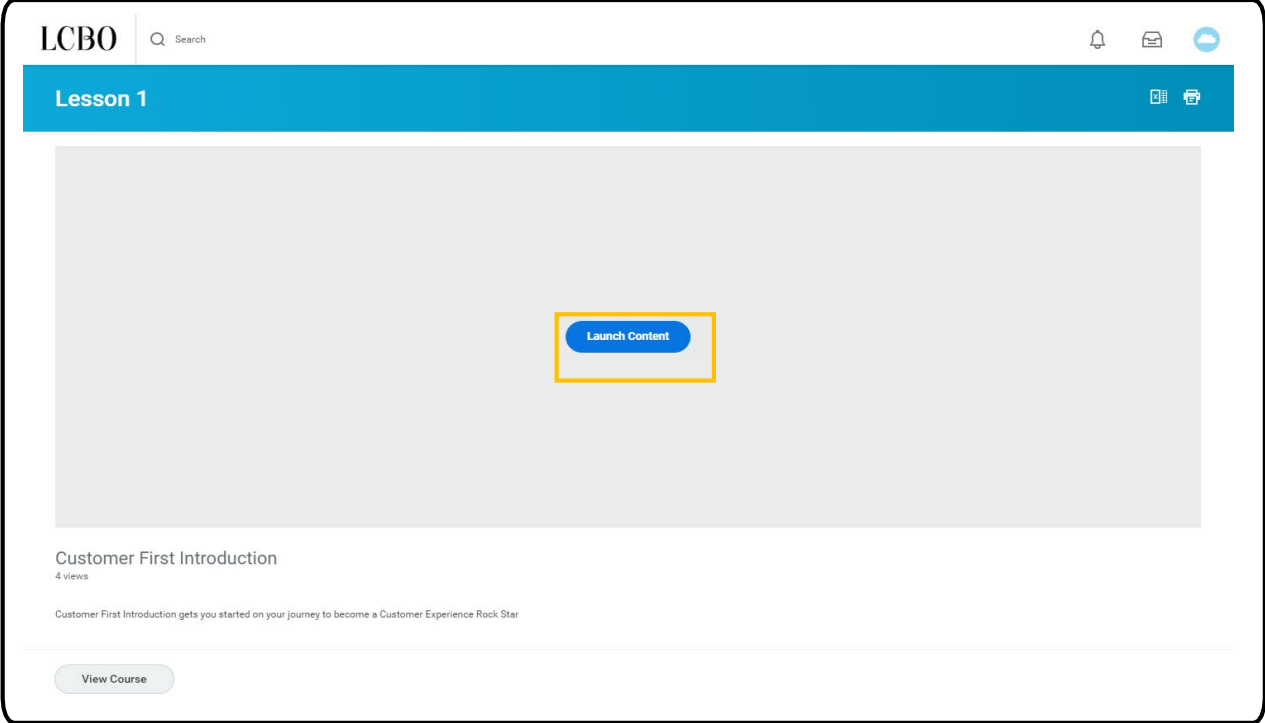
Worker	Enrolled Content	Learning Content Type	Start Date	Offering Start Time	Course Attendance Status	Completion Status	Completion Date
Employee Name	<a href="#">COVID-19 (Inactive)</a>	Digital Course			Do Not Track	In Progress	
Employee Name	<a href="#">Customer First Introduction</a>	Digital Course			Do Not Track	Completed	05/20/2020 02:09:29 PM
Employee Name	<a href="#">Contractor Safety</a>	Digital Course			Do Not Track	Completed	05/20/2020 02:05:45 PM

3. Click **Begin** to launch the course. (Example: “Customer First Introduction”)





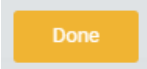
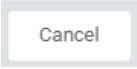





The screenshot shows the 'View Digital Course' page for 'Customer First Introduction'. The course is marked as 'Not Started'. The course title 'Customer First Introduction' is highlighted in a red box, along with its rating (4 stars) and duration (8 hours, 16 enrolled). Below the title is an 'Add to' dropdown menu. An important message states: 'You must complete this required learning course.' A description follows: 'Customer First Introduction gets you started on your journey to become a Customer Experience Rock Star'. Under the 'Lessons' section, there is one lesson titled 'Customer First Introduction'. At the bottom, a 'Begin' button is highlighted in a red box.

4. **Click Launch Content.** The course will open in a pop-up window on your browser.





## Functional Icons & Buttons

Icon	Description
	<b>OK Button:</b> When you click OK, the system accepts your changes.
	<b>Submit Button:</b> Submit accepts your changes and moves you to the next step in the business process.
	<b>Done Button:</b> Done closes a confirmation screen.
	<b>Cancel Button:</b> Click cancel to disregard all changes.
	<b>Print:</b> Print information within the app.
	<b>Inbox:</b> Alerts you of any messages you have in your inbox. Click the icon to view your messages/
	<b>Normal Mode:</b> Exit from full screen mode
	<b>Full Screen Mode:</b> Changes the view to full screen
	<b>Notifications:</b> Alerts you of any messages you have. Click the icon to view your notifications

