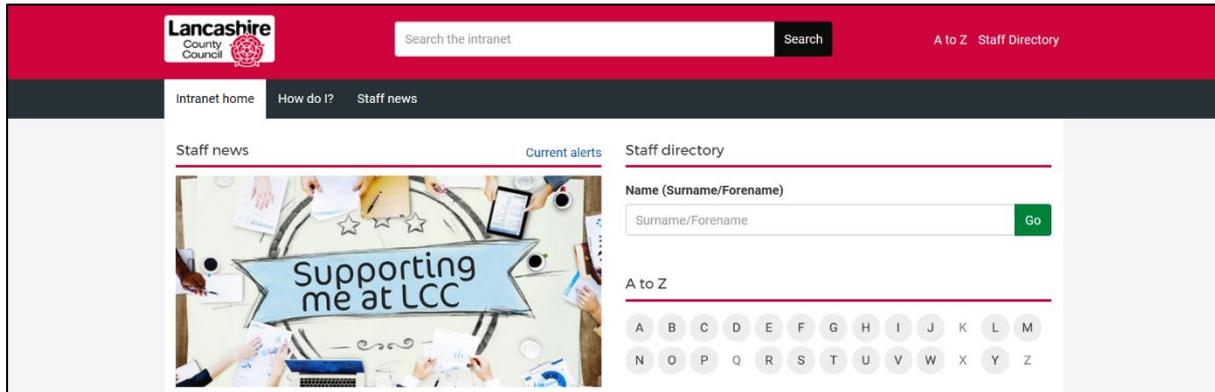
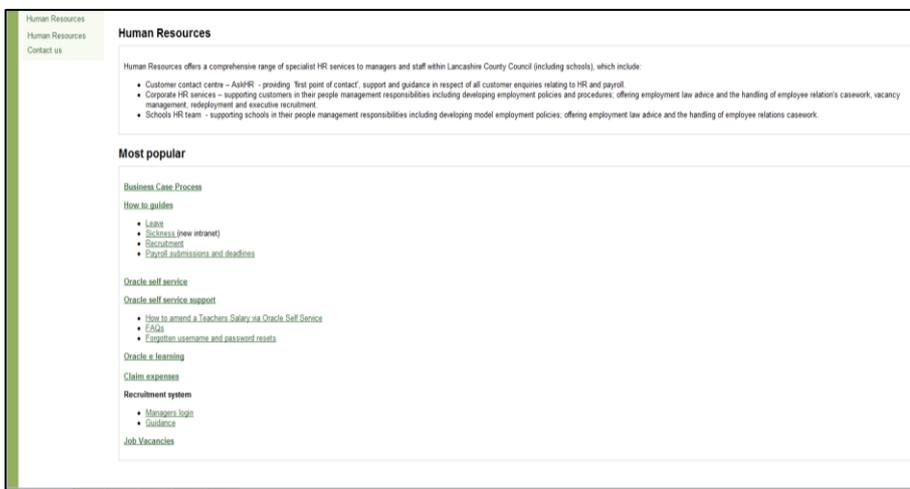


Guide to Oracle HR e-Learning



- From the intranet home page, go to Advice from HR and then Oracle elearning



First Time Users

If this is the first time you have accessed the elearning, you will now be asked to enter your name and work email address.

- This is a one-off task which will then link your network login to the online learning without the need to enter a password each time.

Access Oracle HR eLearning

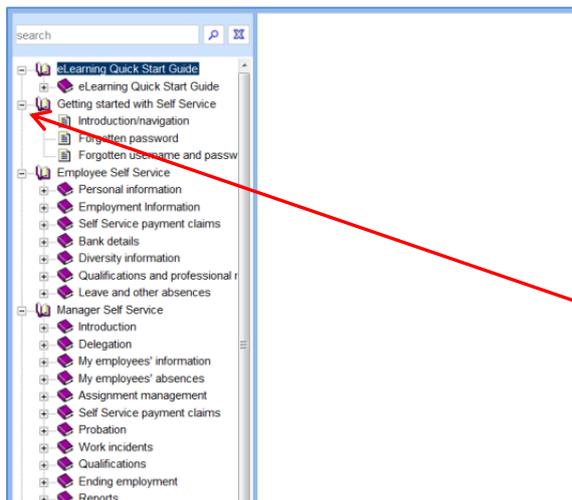
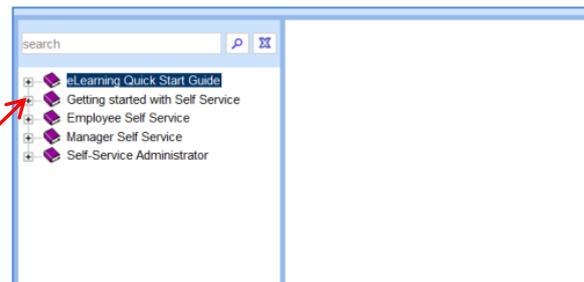
Select **Oracle HR eLearning**.



View Oracle HR eLearning

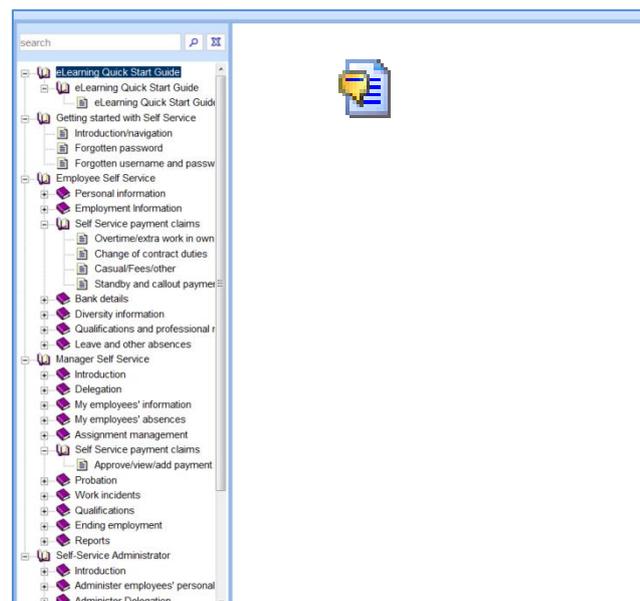
The elearning screen will be displayed:

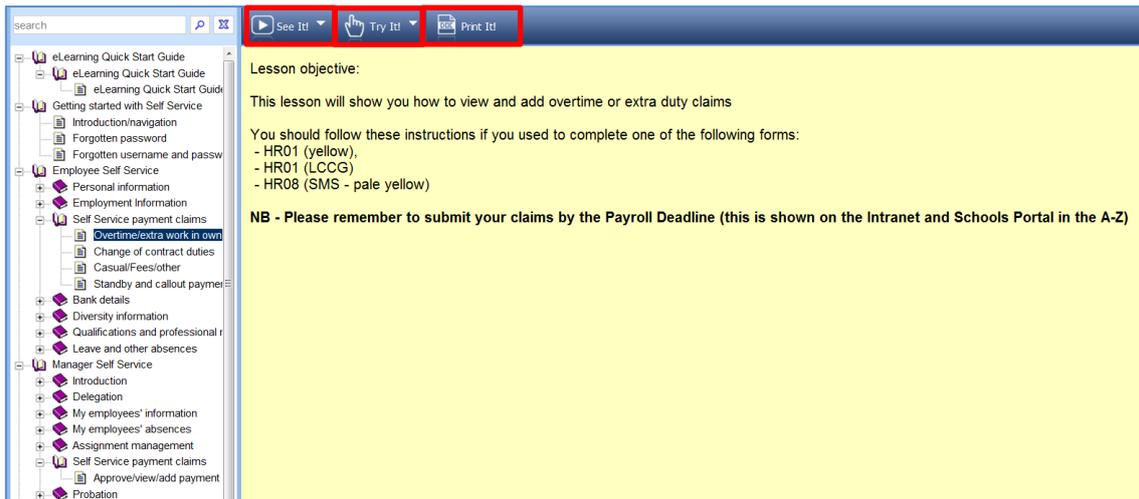
- The menu contains a list of folders (e.g. Employee Self-Service, Self Service Administrator) and sub folders (subjects).
- Click on the + symbol to the left of the folder name to open.



- Within each folder is a list of relevant subjects.
- Click on the + next to the subject folder name to view the lessons available.

- You can now see the individual lessons:
- Click on the lesson to see a description of what is covered.
- If you have not used e-learning before, you may wish to start with the **eLearning Quick Start guide**.
- Alternatively, you may wish to go direct to a lesson, e.g. overtime/additional work in own job.

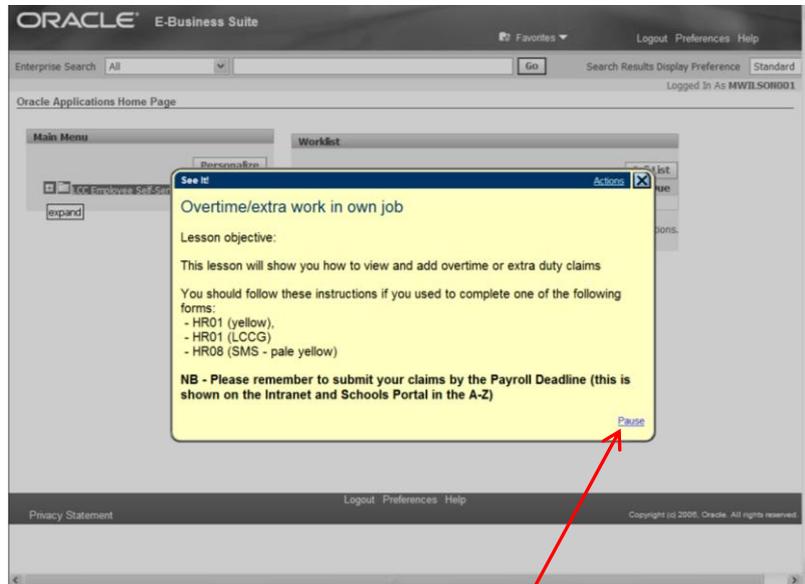




- A lesson description and 3 options are displayed:
 - **See it!** will allow you to watch a demonstration.
 - **Try It!** will allow you to have a go at the task.
 - **Print It!** allows you to print a copy of the lesson.

See It!:

- Click the "See it" button at the top of the screen to launch the eLearning.
- A text box will appear on the screen:



- The lesson will continue after 10 seconds.
 - Press Pause on the text box during the eLearning if more time is required to read each screen.
 - Press Resume to restart the lesson.
 - Press Enter on your keyboard to move more quickly through the lesson.
- You can also “toggle” between eLearning and other applications. For example if you want to keep a lesson open while you switch to Oracle or Outlook, you can press the Alt key and then the Tab key. You can then move to other applications without ending the lesson.
 - Note - Alt key is on the bottom left of the keyboard and Tab key, is the key with back and forward arrows above the Caps Lock key.

Try It!:

The "Try it" option will allow you to have a go at completing the lesson.

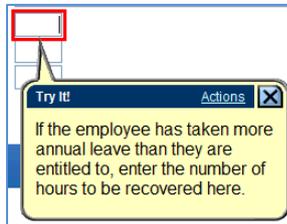


- Click on the start button then follow instructions given in the yellow bubble.

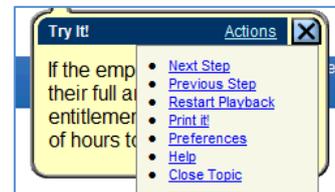
- If instructed to click on a field or object, click on the item in the red box.
- Any text in **Blue** refers to buttons on the form.



- Any text in **RED** in the bubble must be typed into the field shown.



- Click on the actions button for a list of options, e.g. "Next Step" and "Previous Step"



Print It!:

- The Print It option displays the lesson text, but not screen shots.



Step	Action
1.	Log into Self-Service Administrator and click on the plus sign (+) to see all options 
2.	Click on the form - Self Service Payment Claims 
3.	Select employee from within the hierarchy and click on the Action button next to their details. 

- If you print or save the document, please remember to check for updates regularly.