



SuccessFactors (SF) Learning

Overview & Navigation

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SuccessFactors (SF) Learning

SF Learning allows employees to manage their learning through:

EASY & CONVENIENT NAVIGATION

Search, locate,
and register for
courses simply
and quickly

SELF DEVELOPMENT

Launch online
self-paced
courses at any
time

KEEP TRACK

Access your full
learning history
and certificates
easily

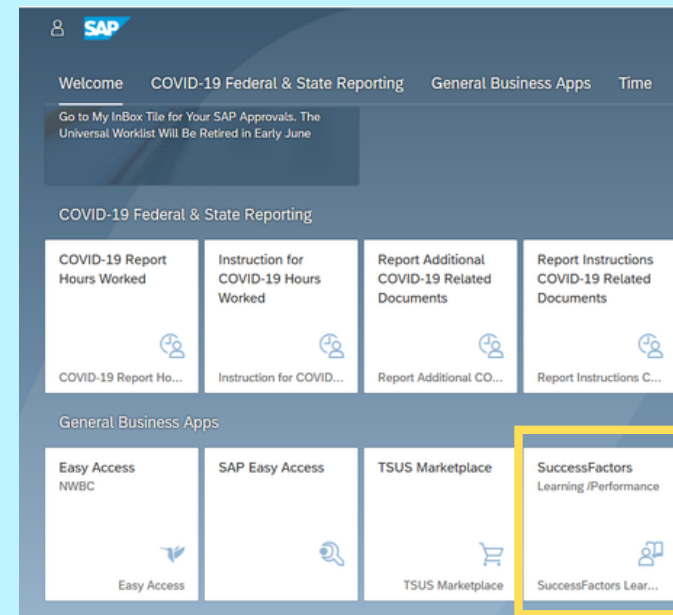
REPORTING

Monitor and
manage your
assigned and
required training
stress free

Log into SuccessFactors

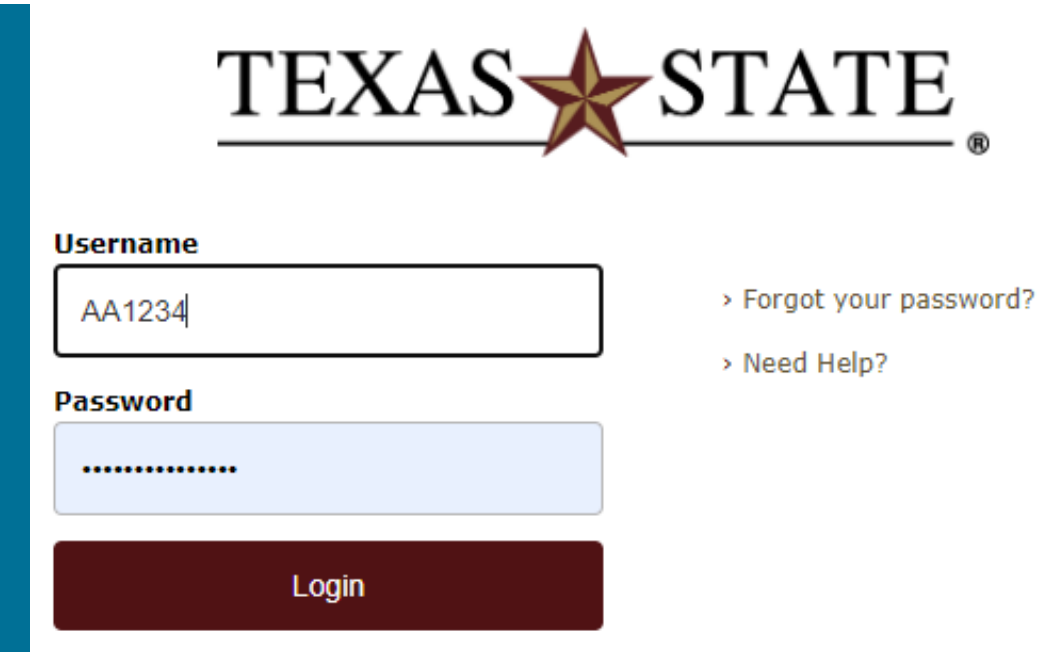
1 LOCATE

Visit your SAP Portal and locate the new SuccessFactors (SF) tile



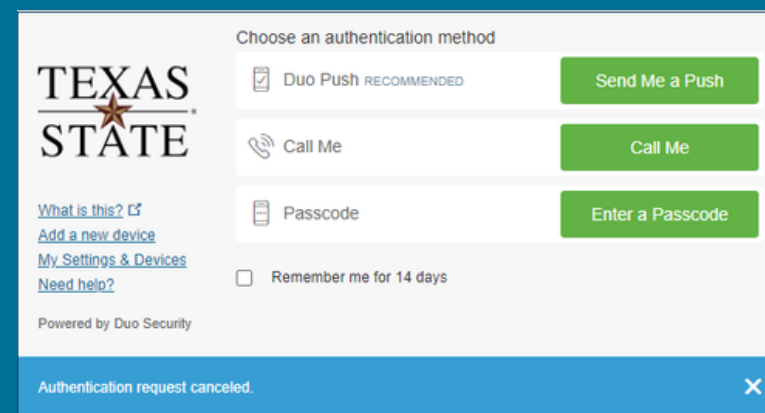
2 ACCESS

Log in using your NetID and Password



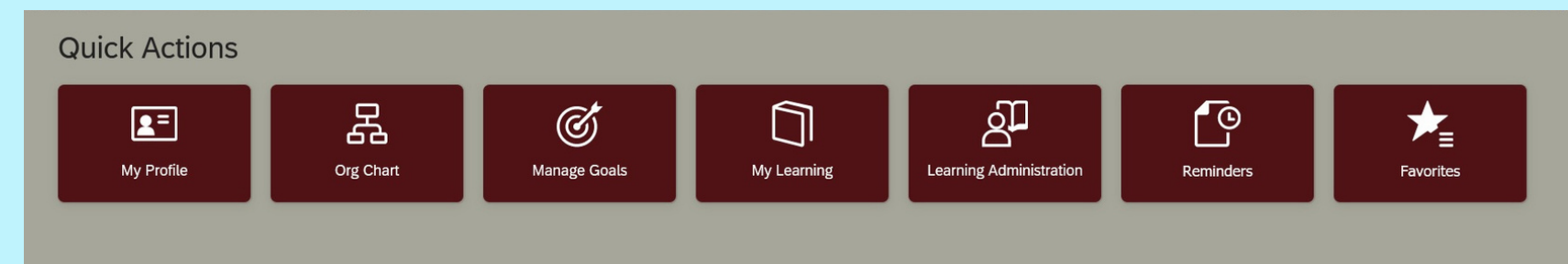
3 AUTHENTICATE

Verify your identity



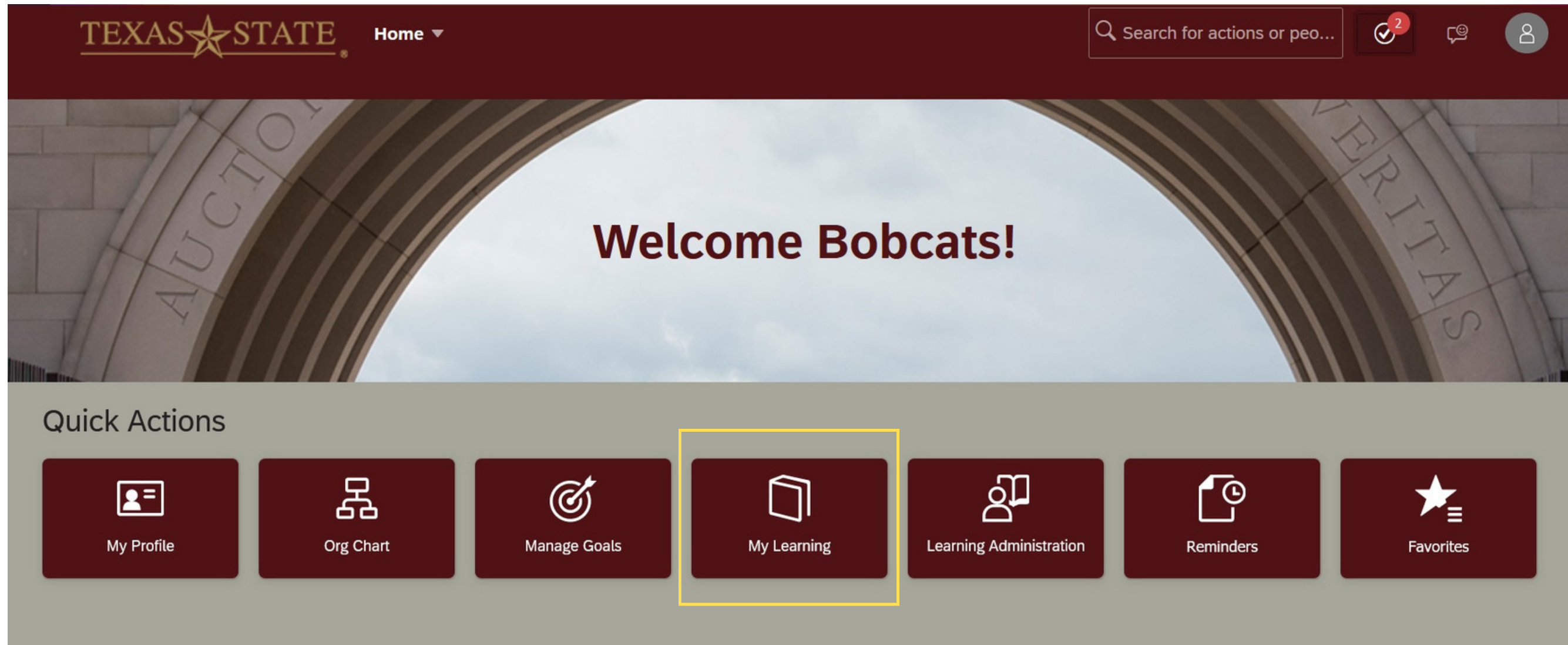
4 ENTER

You've arrived to your SF home page



SuccessFactors (SF) Home Page

Once on the SF home page, you can access SF Learning through the "My Learning" tile.



The screenshot displays the SuccessFactors Home Page interface. At the top, there is a dark red navigation bar containing the Texas State logo, a "Home" dropdown menu, a search bar with the placeholder text "Search for actions or peo...", and notification and user profile icons. Below the navigation bar is a large banner image of a stone archway with the words "AUCTION" and "VERITAS" inscribed on it. The text "Welcome Bobcats!" is centered on the banner. Underneath the banner is a "Quick Actions" section with seven dark red tiles, each with a white icon and a label: "My Profile" (person icon), "Org Chart" (hierarchy icon), "Manage Goals" (target icon), "My Learning" (book icon, highlighted with a yellow border), "Learning Administration" (two people icon), "Reminders" (clock icon), and "Favorites" (star icon).

My Learning Dashboard

On the "My Learning" dashboard you will find an overview of your specific learning journey.

The tiles provide quick access to information:

- My Learning Assignments
- Find Learning
- My Curricula
- Learning History
- Links
- My Employees (supervisors only)

**Note: Your home page will be tailored to your specific role and learning journey.*

The screenshot displays the 'My Learning' dashboard for Texas State. The header includes the Texas State logo and navigation links for 'My Learning' and 'My Team'. The main content area is divided into several sections:

- A Message for You...:** A welcome message for 'Employee Bobcats' from SuccessFactors (SF) Learning, providing contact information for course and technical support.
- Featured:** A tile with a star icon and a red notification badge '0'.
- History:** A tile with a clock icon and a red notification badge '1', labeled 'recently added' with a 'View All' link.
- Find Learning:** A search bar with the placeholder text 'What do you want to LEARN today?' and a 'Browse all courses >' link.
- My Learning Assignments:** A section with a search bar and filters. It lists two assignments under the 'DUE ANYTIME' category:
 - Supporting Transgender/Non-binary People in Higher Education Settings:** COURSE SupprngTms, Begins 10/6/2021, Self-Assigned, ENROLLED.
 - WellCats Educational Series:** COURSE WellCats Ser, Begins 10/4/2021 at Zoom, Self-Assigned, ENROLLED.
- Explore more...:** A section titled 'Explore the upcoming course's available for you! ODC Course Calendar' with an 'About us' link.
- My Curricula:** A section showing a green circle and 'Due Later (4)'.
- My Team:** A section showing a green circle and 'On Time (1)'.

My Learning Assignments

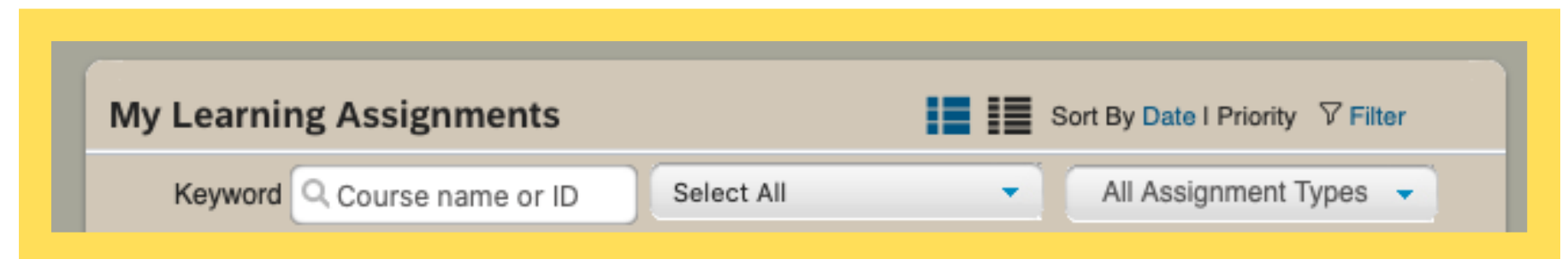
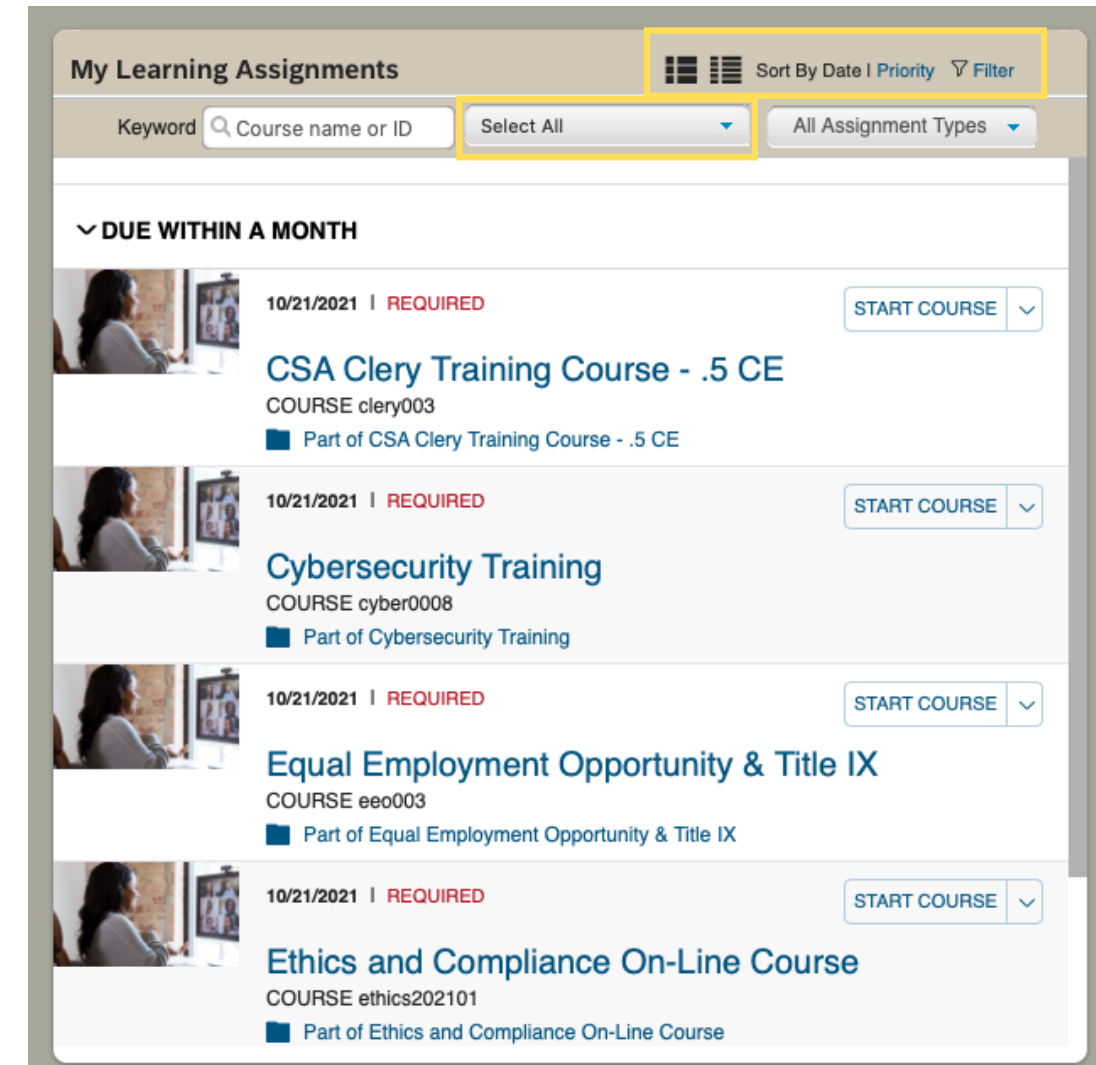
Listed in your "My Learning Assignments" tile you will find all of your assigned courses.

"My Learning Assignments" displays assigned learning activities grouped by due dates. (Optional trainings do not have a due date.)

By default, learning assignments are sorted by date. You can click "Priority" to change the view.

Click "Filter" to narrow the list by entering a Keyword (Course Name or ID).

You can further narrow the search by choosing "Select All" and "Assignment Types."



Find Learning

"Find Learning" allows you to search for courses within SF Learning in one of two ways:

1. Enter keywords into the text field and click "Go"
2. Click "Browse all courses" to access the catalog

**Note: LinkedIn Learning will now be accessible through SF Learning.*

The screenshot displays the Texas State Learning Management System (LMS) interface. At the top, the header includes the Texas State logo and navigation links for 'My Learning' and 'My Team'. A message section titled 'Welcome Employee Bobcats!' provides information about the SuccessFactors (SF) Learning system and contact details for course and technical support. The 'Find Learning' section is highlighted with a yellow border, featuring a search input field with the placeholder text 'What do you want to LEARN today?' and a 'Browse all courses >' link. Below this, the 'My Learning Assignments' section shows a list of courses under the heading 'DUE ANYTIME', including 'Support Higher Education' and 'WellCat'. A 'Find Learning' modal window is overlaid on the bottom right, also highlighted in yellow, containing the same search input field and 'Browse all courses >' link. The bottom right corner of the interface shows a green circle icon and the text 'On Time (1)'.

My Curricula

Listed in the "My Curricula" tile you will find courses assigned to you that are soon to be due.

Each course title links to the curriculum details page that includes:

- Items required to complete the curriculum
- Action drop down menus
- Sub-curricula associated

The screenshot displays the Texas State Learning Management System (LMS) interface. The top navigation bar includes the Texas State logo, a 'Learning' dropdown menu, and links for 'My Learning' and 'My Team'. A message box titled 'Welcome Employee Bobcats!' is visible. The main content area features a 'My Curricula' tile, which is highlighted with a yellow border. This tile shows a green circle and a green square icon, with the text 'Due Later (4)'. Below this, a course titled 'WellCats Educational Series' is listed, with details including 'COURSE WellCats Ser', 'Begins 10/4/2021 at Zoom', and 'Self-Assigned'. To the right of the 'My Curricula' tile, there are sections for 'Featured' (with a star icon and a red '0' badge), 'History' (with a clock icon and a red '1' badge), 'Find Learning' (with a search bar and a 'Browse all courses' link), and 'Explore more...' (with a link to 'ODC Course Calendar'). At the bottom right, there is a 'My Team' section showing a green circle and the text 'On Time (1)'.

Learning History

Listed in the "History" tile you will find all of your completed courses.

Click "Learning History" or click "View All" to view the Completed Work page.

Completed items can be sorted:

- **By Date**
 - After
 - Before
 - Between
- **By Title**

The screenshot displays the Texas State Learning Management System (LMS) interface. The top navigation bar includes the Texas State logo, a "Learning" dropdown menu, and links for "My Learning" and "My Team". A message section titled "Welcome Employee Bobcats!" is visible. The main content area features a "History" tile, which is highlighted with a yellow border. This tile contains a clock icon with a red circle containing the number "0", the text "recently added", and a blue "View All" link. Other tiles include "Featured" with a star icon and a red circle with "0", "Find Learning" with a search bar and "Browse all courses" link, "Explore more..." with a link to "ODC Course Calendar", "My Curricula" with a green circle and "Due Later (4)", and "My Team" with a green circle and "On Time (1)".

My Team (For Supervisors Only)

Listed in the "My Team" tile you will find an overview of your employee's training status.

You can select an employee's:

- **Learning plan**
 - Due within a month
 - Due later
 - Due anytime
- **Supervisor links**
 - Assign/Remove training
 - Register/Withdraw
- **Status**
- **Learning History**

The screenshot displays the Texas State Learning Management System (LMS) interface for supervisors. The interface is divided into several sections. At the top, there is a navigation bar with 'TEXAS STATE Learning' and 'My Learning My Team'. Below this, a message box says 'Welcome Employee Bobcats!' and 'Happy Learning!'. To the right, there are 'Featured' and 'History' sections with icons and counts. Below these is a 'Find Learning' search bar with the text 'What do you want to LEARN today?' and a 'Browse all courses >' link. Further down, there is an 'Explore more...' section with a link to 'ODC Course Calendar'. At the bottom, there is a 'My Team' tile with a green circle and 'On Time (1)'. Another 'My Team' tile is visible below it, also with a green circle and 'On Time (1)'. A 'My Curricula' section shows a green circle and 'Due Later (4)'. A course card for 'WellCats Educational Series' is also visible, with details like 'COURSE WellCats Ser', 'Begins 10/4/2021 at Zoom', and 'Self-Assigned'.

*Note: Supervisors will have the option to nudge team members to complete trainings.

**SEE YOU ON
SF LEARNING!**





Thank You

For more information, please contact Talent Development & Communications (TDC).



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