Adding Training Hours Into Workday

JOB AID
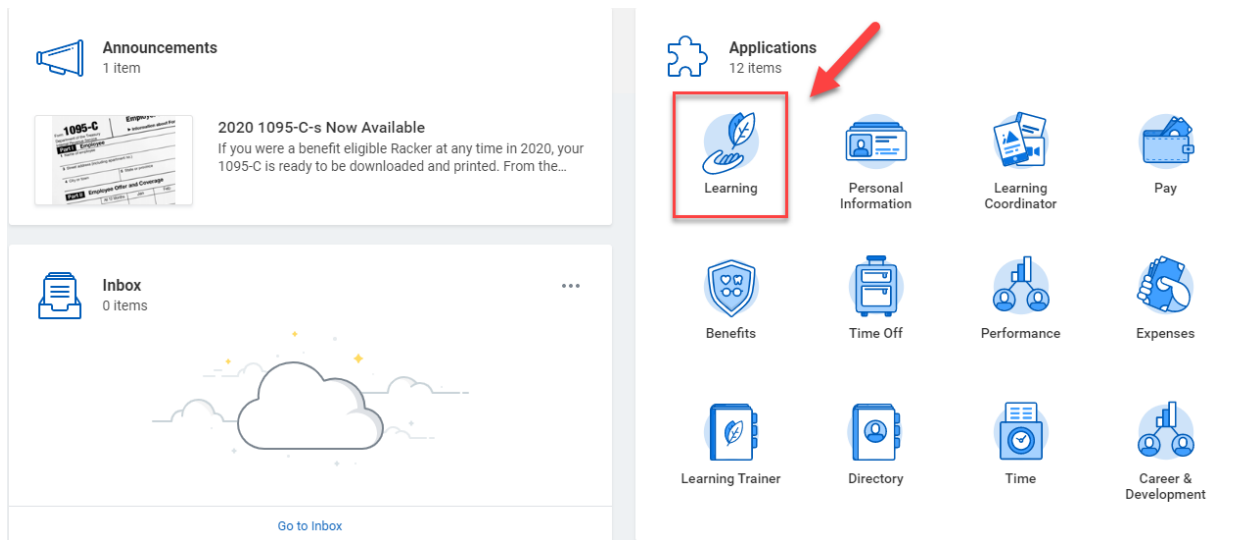
1 **Go to the Workday website at:**

https://www.myworkday.com/rackspace/d/home.htmld
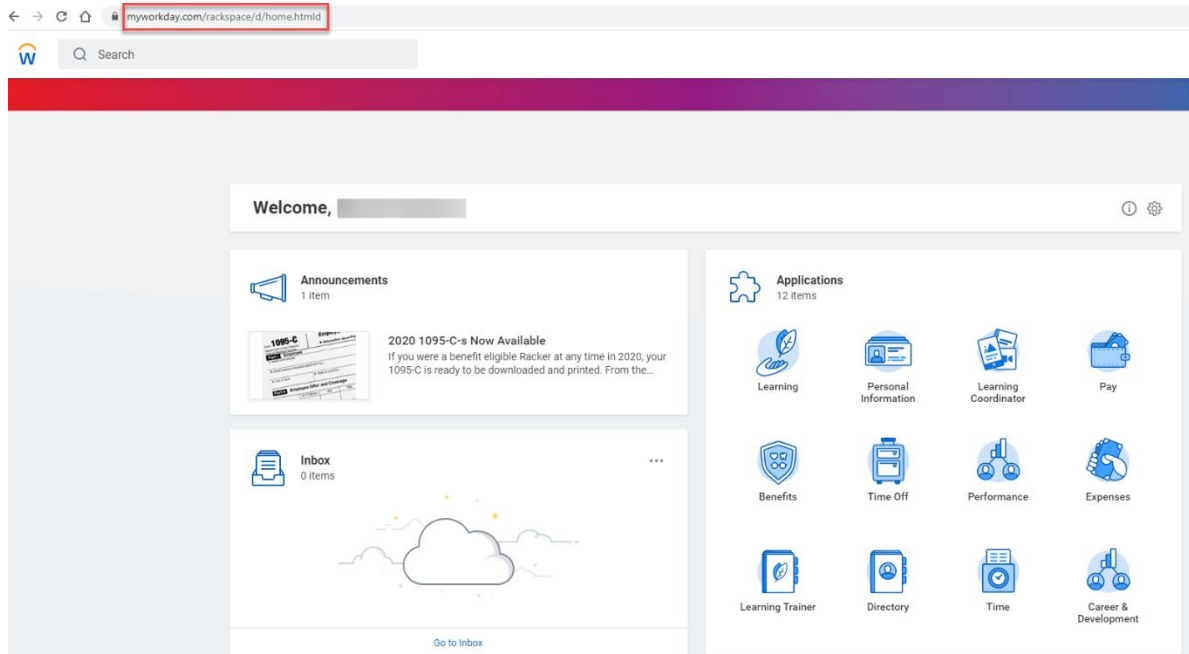
2 **Click on Learning at the top left.**

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3 Click on **Add or Edit 52+ Learning Activities** on the top right.

4 Click the **Add** button on the bottom left.

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5 **Enter Course Name.**

Rackspace's 52+ learning plan sets a healthy target for dedicating learning hours in strengthening your knowledge, skills and expertise. Logging your learning hours gives you and your manager visibility to the time and opportunities dedicated to your growth.

Instructions:

Please populate all the fields with the relevant information to complete the form. Record your learning duration in hours only.

- Learning through others includes mentoring, coaching and peer to peer learning
- External learning and training include resources used outside of Rackspace
- Internal learning and training include using Rackspace University resources or BU functional training
- On the job are hours spent learning through doing, such as projects, solving for customers and being new in role

Training	* AWS Cloud Practitioner
Training Type	* select one ▼
Description	
Completed On	MM/DD/YYYY 📅
Training Duration	

Remove

Add

enter your comment

Submit   Save for Later   Cancel

6 **Enter the method* in which the course was taken.**

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Training	* AWS Cloud Practitioner
Training Type	* External Learning/Training ▼
Description	
Completed On	MM/DD/YYYY 📅
Training Duration	

Remove

Add

enter your comment

Submit   Save for Later   Cancel

*External Learning Training – anything outside of Rackspace University

*Internal Learning/Training – all training completed through RU will be entered by the RU Trainer and can be viewed under Combined Professional Development. Path: Workday>Learning>Combined Professional Development>Workday Recorded Learning

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7 **Enter the date of when the training took place. If multiple days, enter the first day of training.**

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Training	* AWS Cloud Practitioner
Training Type	* External Learning/Training ▼
Description	
Completed On	03/01/2021 📅
Training Duration	

Remove

Add

enter your comment

Submit   Save for Later   Cancel

---

8 **Enter the time it took to complete the training in hours.**

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Training	* AWS Cloud Practitioner
Training Type	* External Learning/Training ▼
Description	
Completed On	03/01/2021 📅
Training Duration	20

Remove

Add

enter your comment

Submit   Save for Later   Cancel

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9 **Click Submit at the bottom.**

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Training *	AWS Cloud Practitioner
Training Type *	External Learning/Training ▼
Description	
Completed On	03/01/2021 📅
Training Duration	20

Remove

Add

enter your comment

Submit   Save for Later   Cancel

10 **If you only need to add one training, exit out of page.**

11 **If you need to add more, click the add button on the bottom left and start again.**