



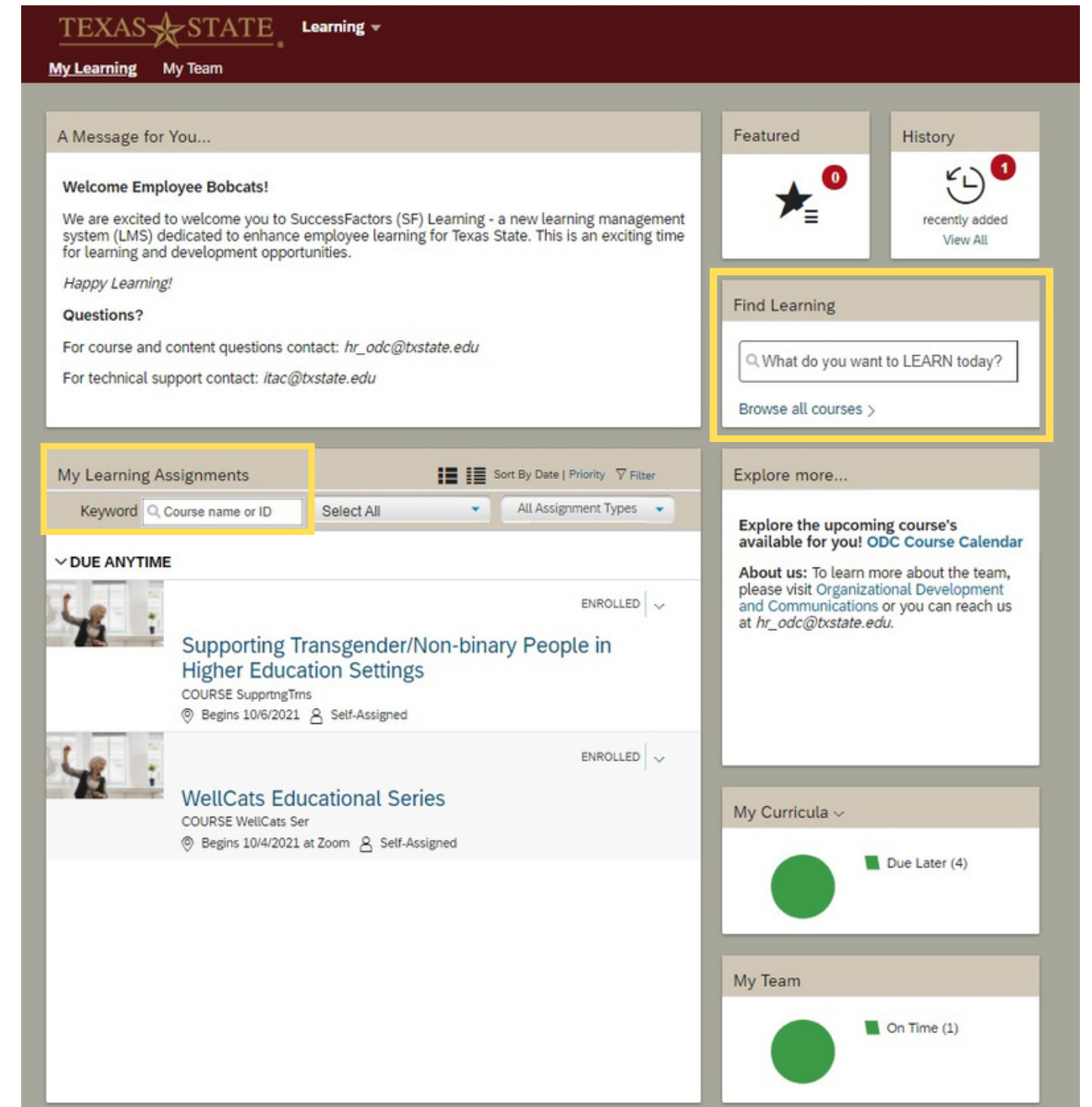
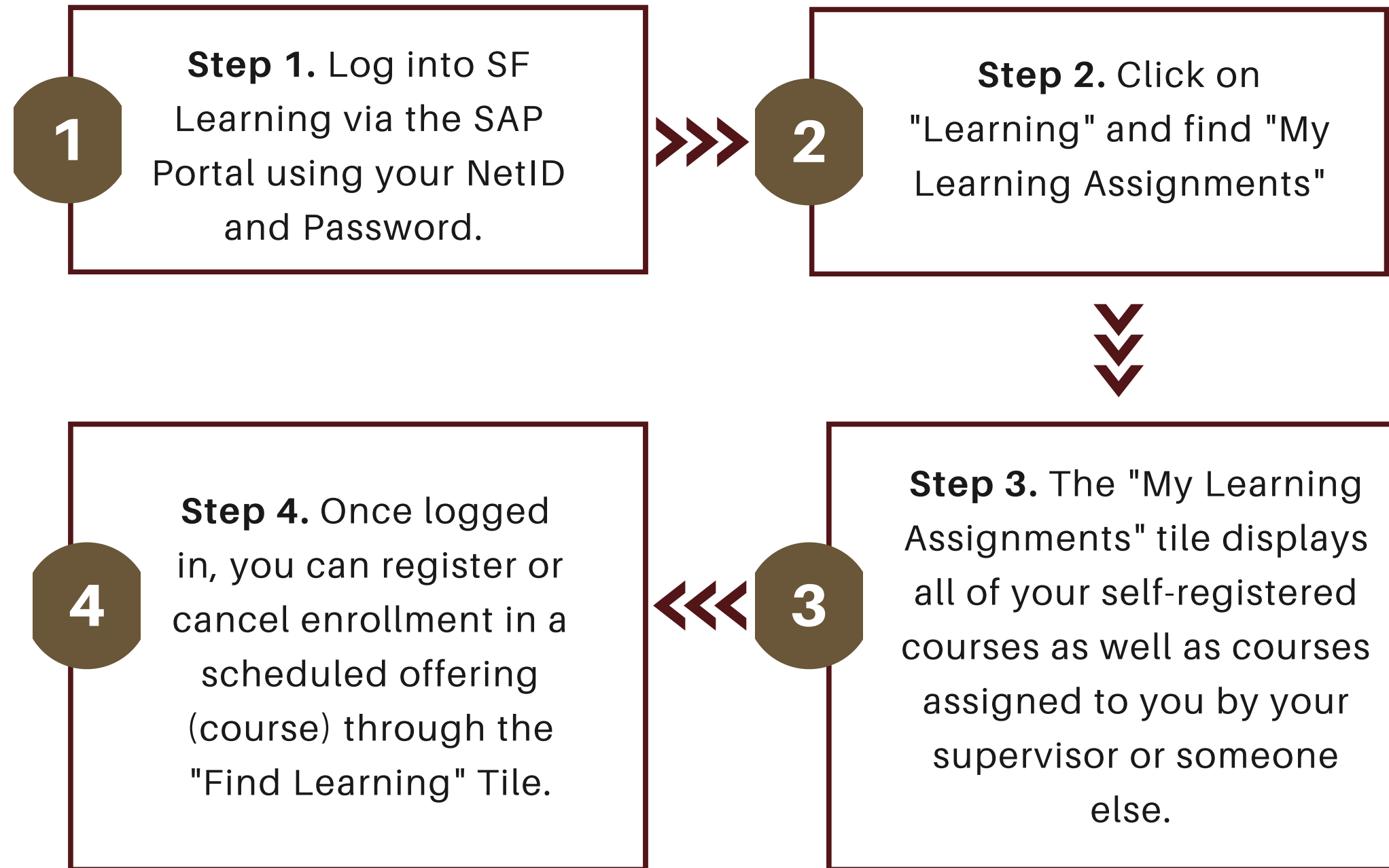
Business Processes Certificate Program

How to Enroll and Access Certificate

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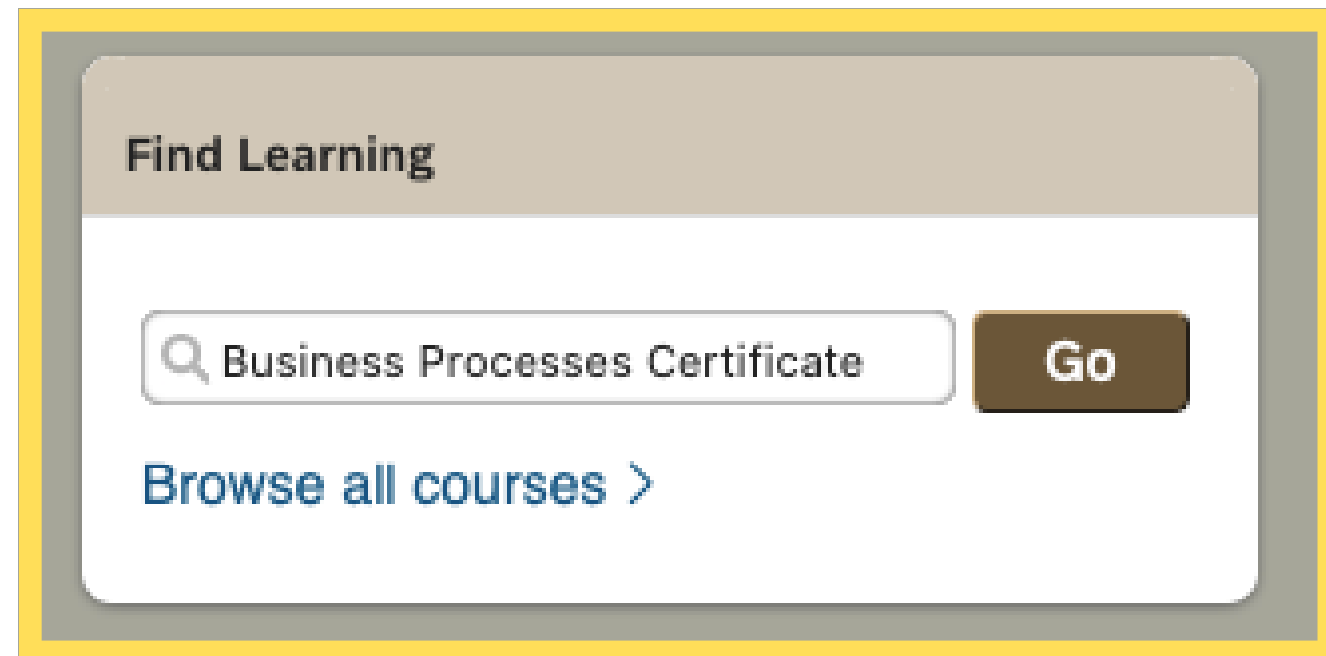
How to Access My Learning Dashboard



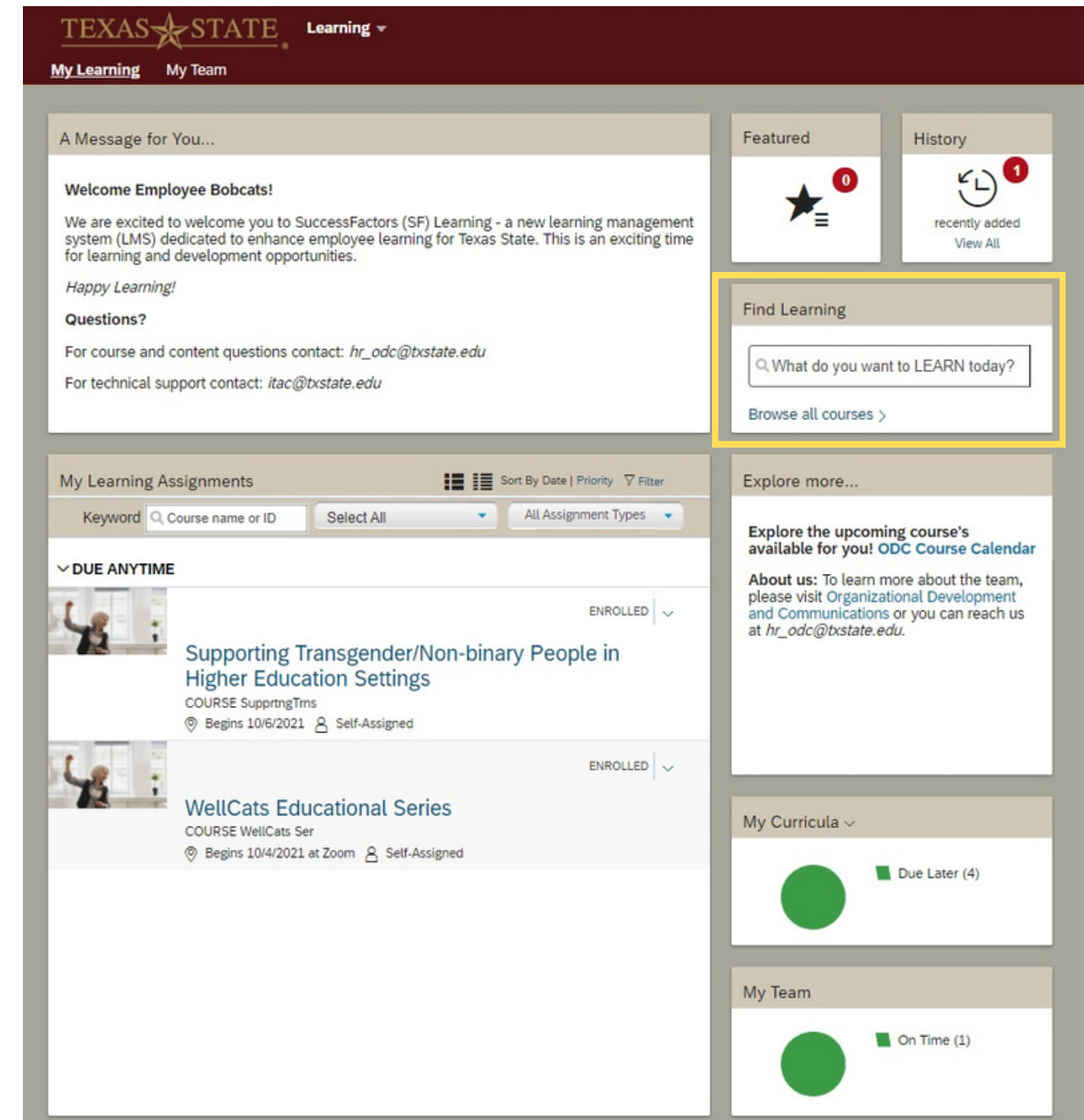
**Note: If instructor-led training is assigned to you by your supervisor or someone else, you still need to register for a specific course date.*

Search for Business Processes Certificate Program

Once you've located the "Find Learning" tile, type "Business Processes Certificate" in the search field and click "Go."

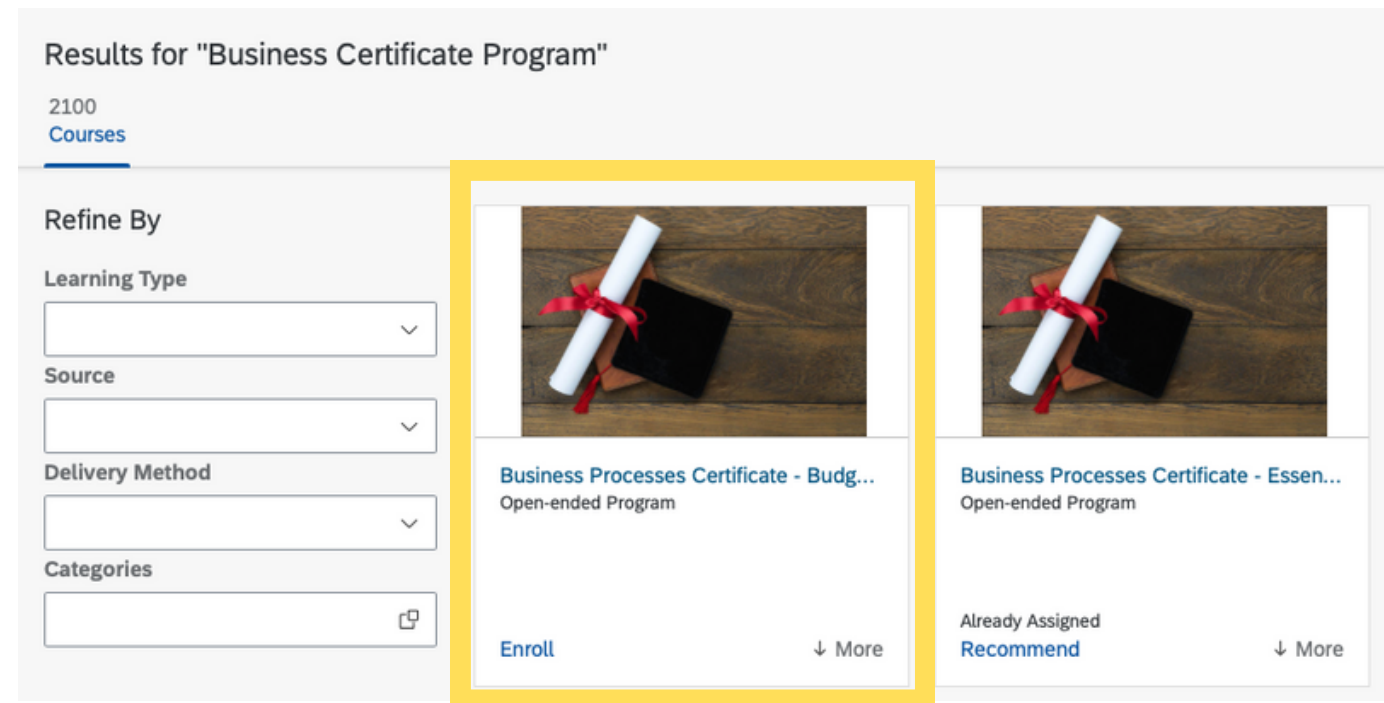


*Note: You can select additional search parameters under "Refine By" that will assist you in finding a specific course.



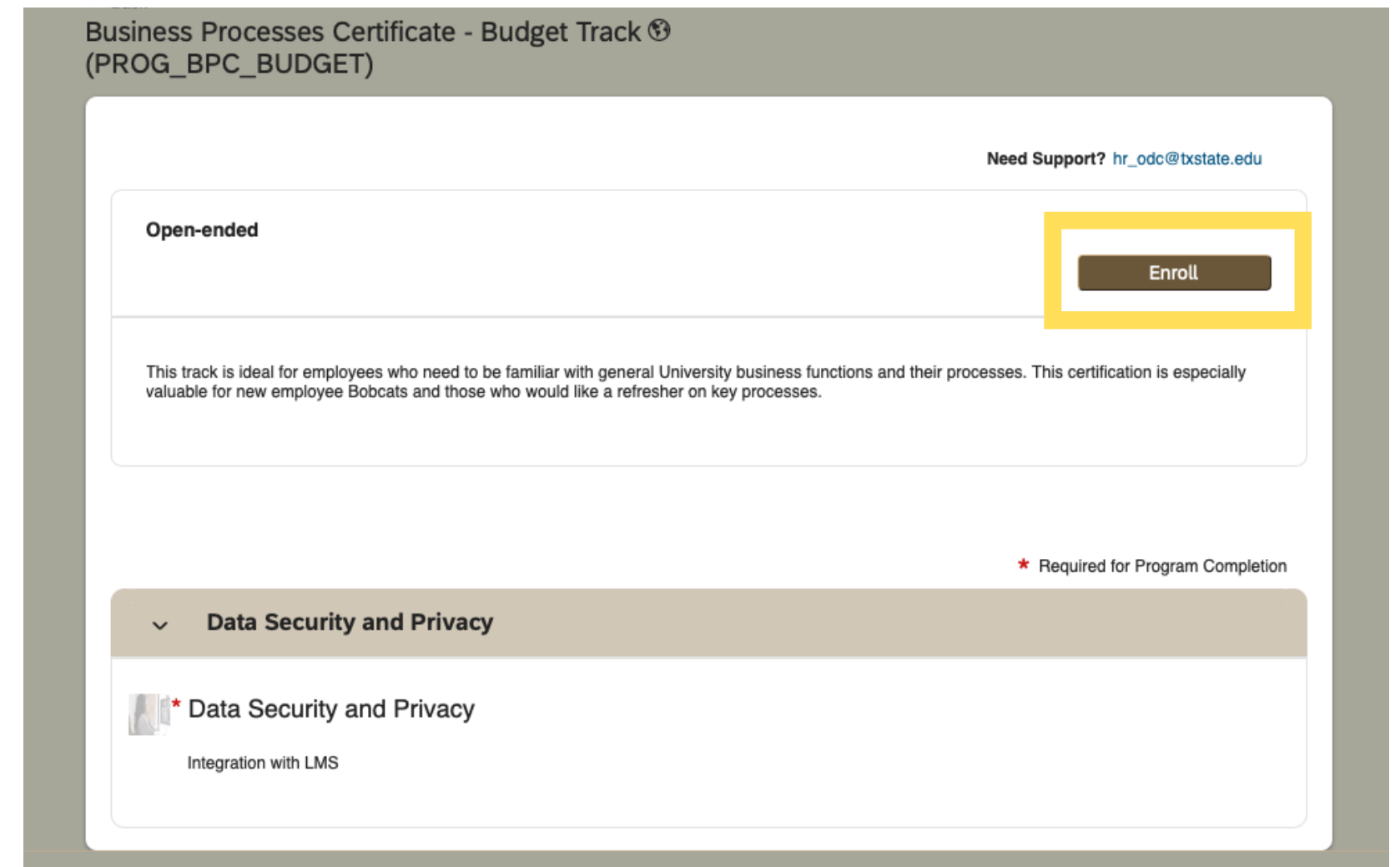
How to Enroll

Find the *Business Processes Certificate Program* track you would like to start and click "Enroll."



*Note: If you are interested in enrolling in multiple *Business Processes Certificate* tracks, you must enroll into each track separately.

Once you click "Enroll," a follow-up page will appear for you to check your selection. Click "Enroll" again.



Confirm Enrollment

Once you click "Enroll," a "Start Course" button will appear for you to begin the selected program track.

**Note: There is no longer a required time frame in which you must complete the program after enrollment.*

Business Processes Certificate - Essentials Track 🌐
(PROG_BPC_Essentials)


Need Support? hr_odc@txstate.edu

Open-ended 0.00%

This track is ideal for employees who need to be familiar with general University business functions and their processes. This certification is especially valuable for new employee Bobcats and those who would like a refresher on key processes.

* Required for Program Completion

▼ **Getting Started with SAP Business Client**

 * **Getting Started with SAP Business Client** START COURSE ▼


This course prepares staff for advanced tasks using the SAP Business Client. Typically, employees who benefit from this course hold SAP roles such as the Supervisor, Time Administrator, Department Head, Budget, or Requisitioner – to name a few.


Who Should Attend: All new hires required to perform duties beyond time keeping using the SAP Business Client.


Email Confirmation

Once you register for a course, you will receive a registration notification in the form of an email from noreply@odc.hr.txstate.edu

Registration Email Notification

 Some content in this message has been blocked because the sender isn't in your Safe senders list. I trust content from noreply@odc.hr.txstate.edu. | [Show blocked content](#)

 noreply@odc.hr.txstate.edu
Wed 9/22/2021 9:03 AM
To: Johnson, Tamara D



This note confirms your registration in the following learning activity: COURSE AlliesTrain 1/1/2021 06:00 AM America/Chicago LGBTQiA Allies Training The schedule is as follows: Start: 11/4/2021 01:00 PM America/Chicago
End: 11/4/2021 04:00 PM America/Chicago
Instructor: Soukup, Jessica
Facility: Zoom
Primary Location: Zoom On-line

If you have any questions about the registration, please contact your learning coordinator.

**Note: No further action will be needed once receiving this email.
Further resources such as Zoom or Teams links will be sent separately.*

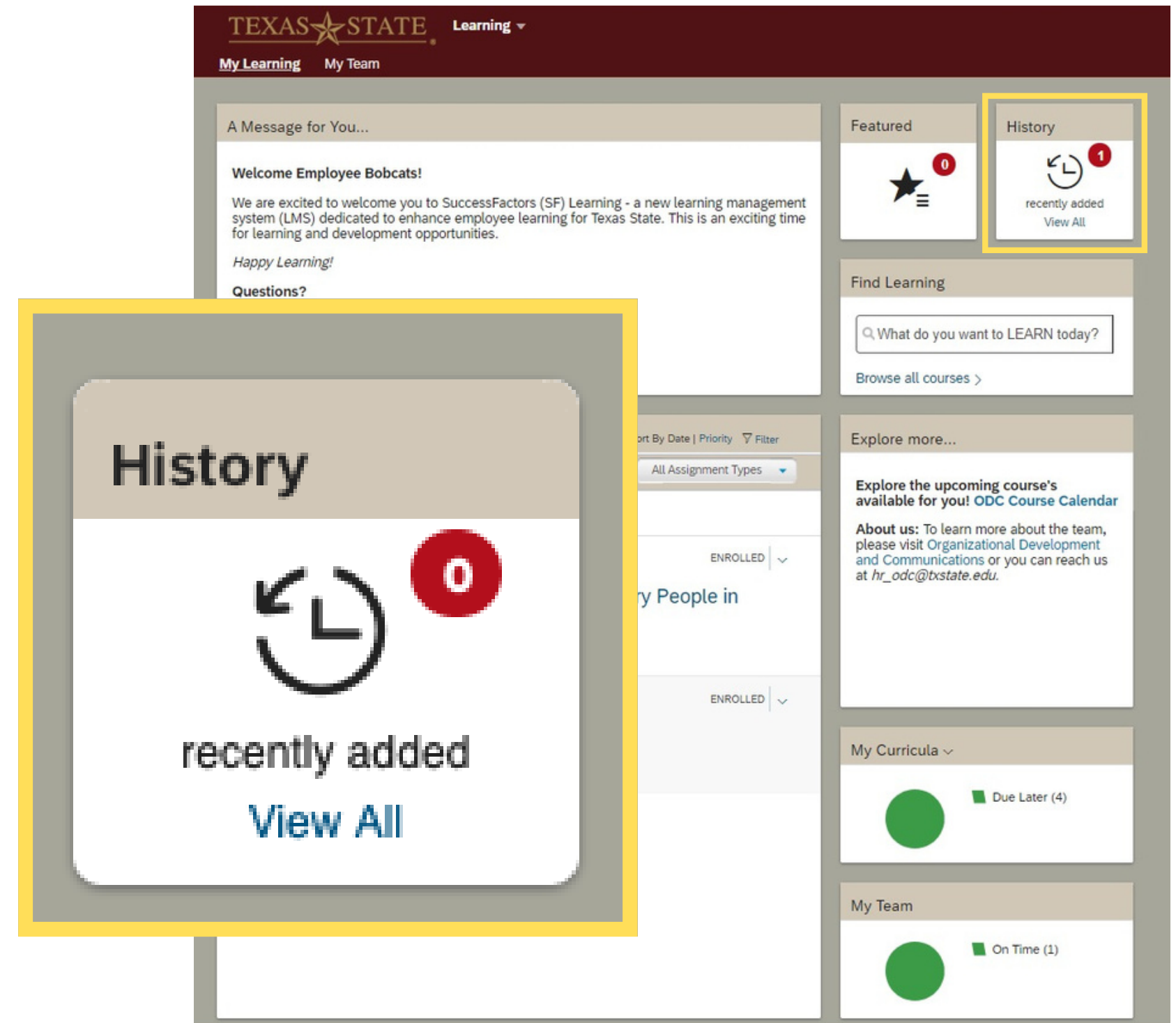
Access Certificate

After completing a course in SF Learning, visit the "My Learning" dashboard where you will find an overview of your specific learning journey.

The 'History' tile will provide quick access to your learning history information.

Click "View All" to view the 'Completed Work' page.

**Note: You will receive a certificate for completing each course and for completing a program track.*



Completed Work

After clicking "View All," navigate to the 'Completed Work' page.

This page provides access to:

- Past courses completed
- Time & Date of completion
- Print course certificate(s)
- Review past course content

The screenshot shows a web interface for 'Completed Work'. At the top, there is a 'Back' button and a search icon. Below the header, there is a 'Show Completions:' dropdown menu set to 'All'. The main content is a table with two columns: 'Completion Date * ↓' and 'Title'. The table lists two completed items:

Completion Date * ↓	Title
2/15/2023 12:55 PM	Business Processes Certificate - Essentials Track
2/15/2023 12:53 PM	Business Processes Certificate - Essentials Track Quiz

A detailed view of the 'Business Processes Certificate - Essentials Track' is shown on the right, with a yellow border. It displays the completion date '2/15/2023 12:55 PM' and three action buttons: 'View Details', 'Print Certificate', and 'View Program A...'. The 'Print Certificate' button is highlighted with a yellow box.

**HAPPY
LEARNING!**





Thank You

For more information, please contact Organizational Development & Communications (ODC).



5.7899



hr_odc@txstate.edu