

REGISTER FOR DAY 2 ORIENTATION

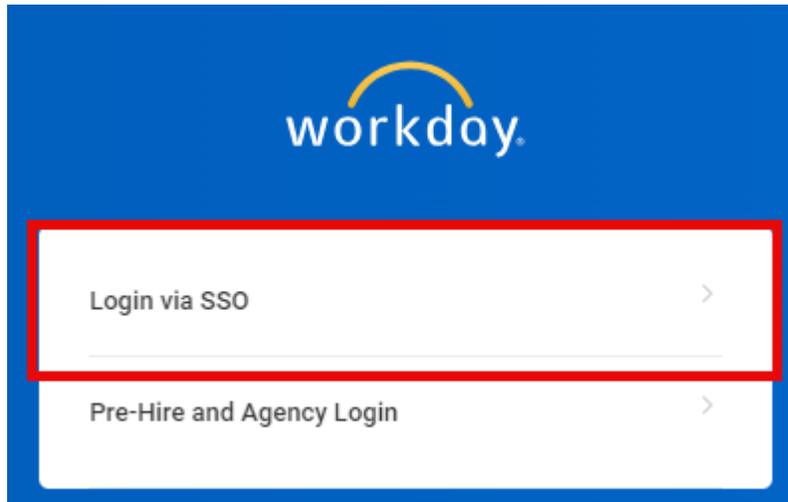
Welcome to Wellstar! In this job aid you will learn how to **Register for Day 2 Orientation** in Workday.



Step By Step Instructions

1. To begin, log into Workday by clicking [here](#) and choose **Login via SSO**.

If needed, you can copy/paste this link: <https://www.myworkday.com/wday/authgwy/wellstar/login.html>



2. Click the **Menu** button in the top left corner of the Workday home screen.

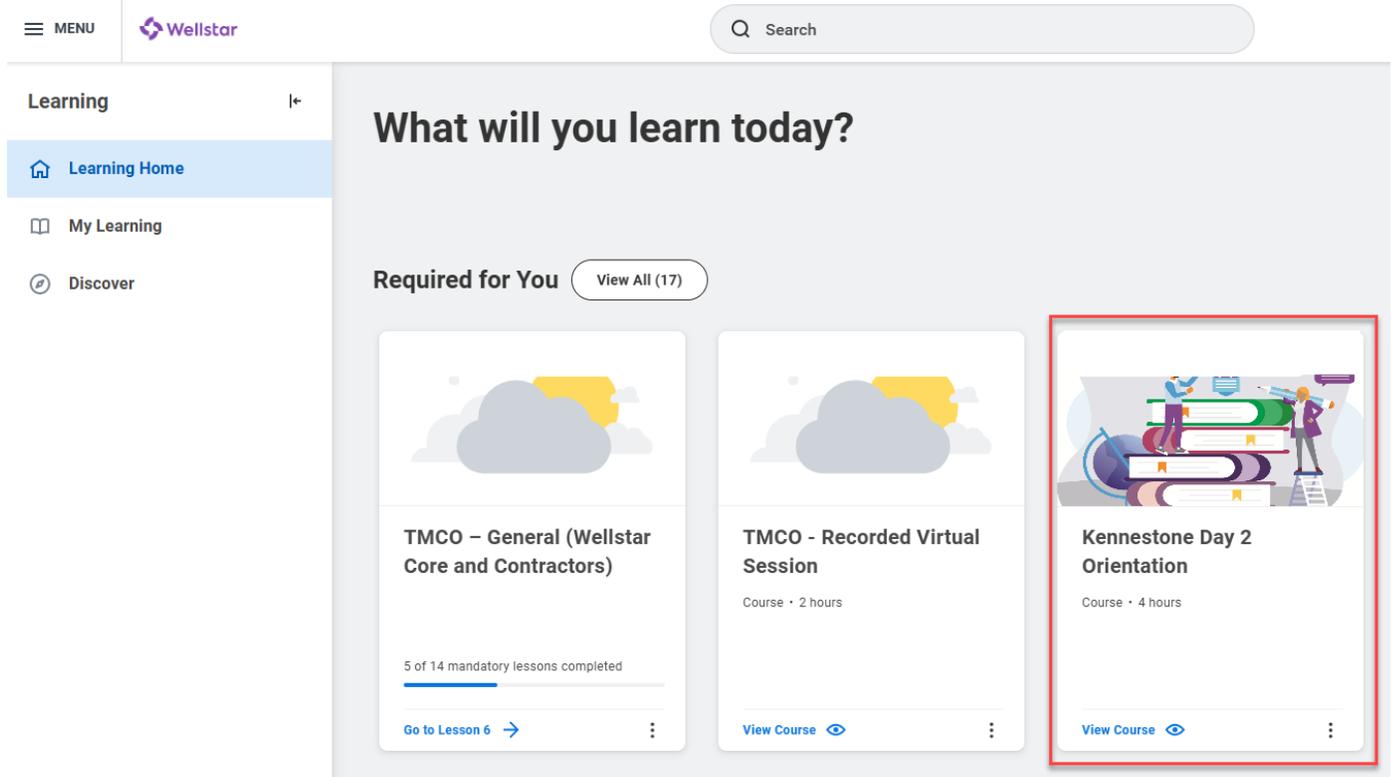


3. Then click the **Learning app** to open Workday Learning.



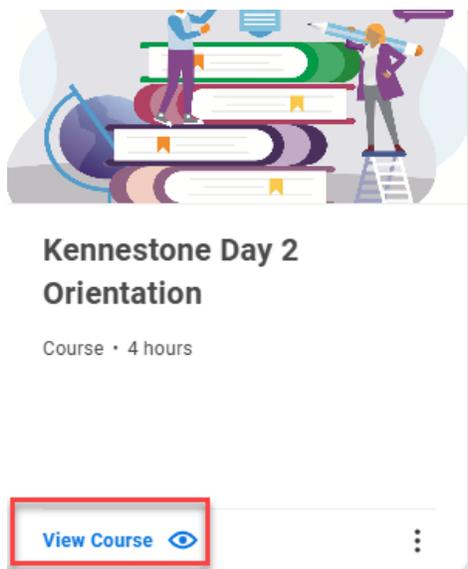
Learning

4. Day 2 Orientation for your facility should be assigned in your Required for You slider.



The screenshot shows the Wellstar Learning Home interface. On the left is a navigation menu with 'Learning Home', 'My Learning', and 'Discover'. The main content area is titled 'What will you learn today?' and features a 'Required for You' section with a 'View All (17)' button. Three course cards are displayed: 'TMCO - General (Wellstar Core and Contractors)', 'TMCO - Recorded Virtual Session', and 'Kennestone Day 2 Orientation'. The 'Kennestone Day 2 Orientation' card is highlighted with a red border. It shows a progress bar for '5 of 14 mandatory lessons completed' and a 'View Course' button.

5. Click **View Course**.



This is a close-up of the 'Kennestone Day 2 Orientation' course card. It features an illustration of people on a stack of books. The card displays the course title, 'Course • 4 hours', and a 'View Course' button with an eye icon, which is highlighted by a red rectangular box.

6. Click on **Select Offering**.

Kennestone Day 2 Orientation

i This course is required for you

Site specific mandatory training that takes place in the Kennestone auditorium on the second day of employment



Select Offering

★★★★★ (18)

Duration: **4 hours** Lessons: **1**

Delivery Mode: **In-Person**

CONTACTS

Lessons in This Course Additional Course Details

Lessons in This Course Completed **0/1**

1 Kennestone Day 2 Orientation Classroom

Site specific mandatory training that takes place in the Kennestone auditorium on the second day of...

7. Check the box next to the session date that matches your second day of work. Click **OK**.

Select Offering ✕

Kennestone Day 2 Orientation

No Filters Applied Saved Filters: select one

Open Offerings: 12 items

Select Offering	Start Date	End Date	Attendance Type	Language	Availability	Offering Number	Version
<input type="checkbox"/>	Tue, Jan 30, 2024, 8:00 AM Eastern Time (New York)	Tue, Jan 30, 2024, 12:00 PM Eastern Time (New York)	In-Person		32 out of 100 Seats Available	11	
<input type="checkbox"/>	Tue, Feb 6, 2024, 8:00 AM Eastern Time (New York)	Tue, Feb 6, 2024, 12:00 PM Eastern Time (New York)	In-Person		78 out of 100 Seats Available	12	
<input type="checkbox"/>	Tue, Feb 13, 2024, 8:00 AM Eastern Time (New York)	Tue, Feb 13, 2024, 12:00 PM Eastern Time (New York)	In-Person		75 out of 100 Seats Available	13	
<input type="checkbox"/>	Tue, Feb 20, 2024, 8:00 AM Eastern Time (New York)	Tue, Feb 20, 2024, 12:00 PM Eastern Time (New York)	In-Person		80 out of 100 Seats Available	14	
<input type="checkbox"/>	Tue, Feb 27, 2024, 8:00 AM Eastern Time (New York)	Tue, Feb 27, 2024, 12:00 PM Eastern Time (New York)	In-Person		86 out of 100 Seats Available	15	
<input type="checkbox"/>	Tue, Mar 5, 2024, 8:00 AM Eastern Time (New York)	Tue, Mar 5, 2024, 12:00 PM Eastern Time (New York)	In-Person		80 out of 100 Seats Available	16	
<input type="checkbox"/>	Tue, Mar 12, 2024, 8:00 AM Eastern Time (New York)	Tue, Mar 12, 2024, 12:00 PM Eastern Time (New York)	In-Person		67 out of 100 Seats Available	17	
<input type="checkbox"/>	Tue, Mar 19, 2024, 8:00 AM Eastern Time (New York)	Tue, Mar 19, 2024, 12:00 PM Eastern Time (New York)	In-Person		62 out of 100 Seats Available	18	
<input type="checkbox"/>	Tue, Mar 26, 2024, 8:00 AM Eastern Time (New York)	Tue, Mar 26, 2024, 12:00 PM Eastern Time (New York)	In-Person		25 out of 150 Seats Available	19	
<input type="checkbox"/>	Tue, Dec 3, 2024, 8:00 AM Eastern Time (New York)	Tue, Dec 3, 2024, 12:00 PM Eastern Time (New York)	In-Person	English (United States)	Unlimited	2190466	1
<input type="checkbox"/>	Tue, Dec 10, 2024, 8:00 AM Eastern Time (New York)	Tue, Dec 10, 2024, 12:00 PM Eastern Time (New York)	In-Person	English (United States)	Unlimited	2190466	1

Cancel OK

8. Confirm the Lesson Details information and date are correct. Click **Submit**.

← Review
×

Kennestone Day 2 Orientation

Lesson Details

Lesson Overview 1 item

Lesson Title	Lesson Type	Lesson Date	Lesson Location	Trainers
Kennestone Day 2 Orientation	In Person Classroom (Instructor Led)	Dec 10, 8:00 AM - Dec 10, 12:00 PM	No Location Provided	Lauren Kirk

Course Details

Cancel
Submit

9. Once enrolled, the scheduled lesson details for your session will appear on the course home screen. Click on **Add to Calendar** if you would like a reminder added to your calendar.

📅 Upcoming Scheduled Lessons

Add to Calendar

Download the invitation to your calendar.

Date	Time	Classroom
Tue, Dec 10, 2024	8:00 AM EST	Kennestone Day 2 Orientation →

▶ Start Course

NOT STARTED

★★★★★ (18)

Duration: **4 hours**

Lessons: **1**

Delivery Mode: **In-Person**

Kennestone Day 2 Orientation

📌 This course is required for you

Site specific mandatory training that takes place in the Kennestone auditorium on the second day of employment

10. Click **Start Course** to view additional details.

Upcoming Scheduled Lessons

Download the invitation to your calendar. Add to Calendar

Date	Time	Classroom
Tue, Dec 10, 2024	8:00 AM EST	Kennestone Day 2 Orientation →



▶ **Start Course**

Kennestone Day 2 Orientation

i This course is required for you

Site specific mandatory training that takes place in the Kennestone auditorium on the second day of employment

NOT STARTED

★★★★★ (18)

Duration	Lessons
4 hours	1
Delivery Mode	
In-Person	



Note: This is an in-person course that requires attendance. The course will be marked complete by the instructor following the orientation session.

Kennestone Day 2 Orientation

Course

Kennestone Day 2 Orientation

Attend this in-person classroom lesson on dates scheduled below.

DATE	TIME	ENDS AT
Tue, Dec 10, 2024	8:00 AM EST	12:00 PM

CONTACTS

About Lesson

Site specific mandatory training that takes place in the Kennestone auditorium on the second day of employment

1

Kennestone Day 2 Orientation

Classroom | 4 hours

UPCOMING Tue, Dec 10, 2024, 8:00 AM



Congratulations, you have learned how to **Register for Day 2 Orientation** in Workday!