

## Logging into the Learning Portal

### Step 1: Accessing the system

Click on the below link - <https://performancemanager10.successfactors.com/login>

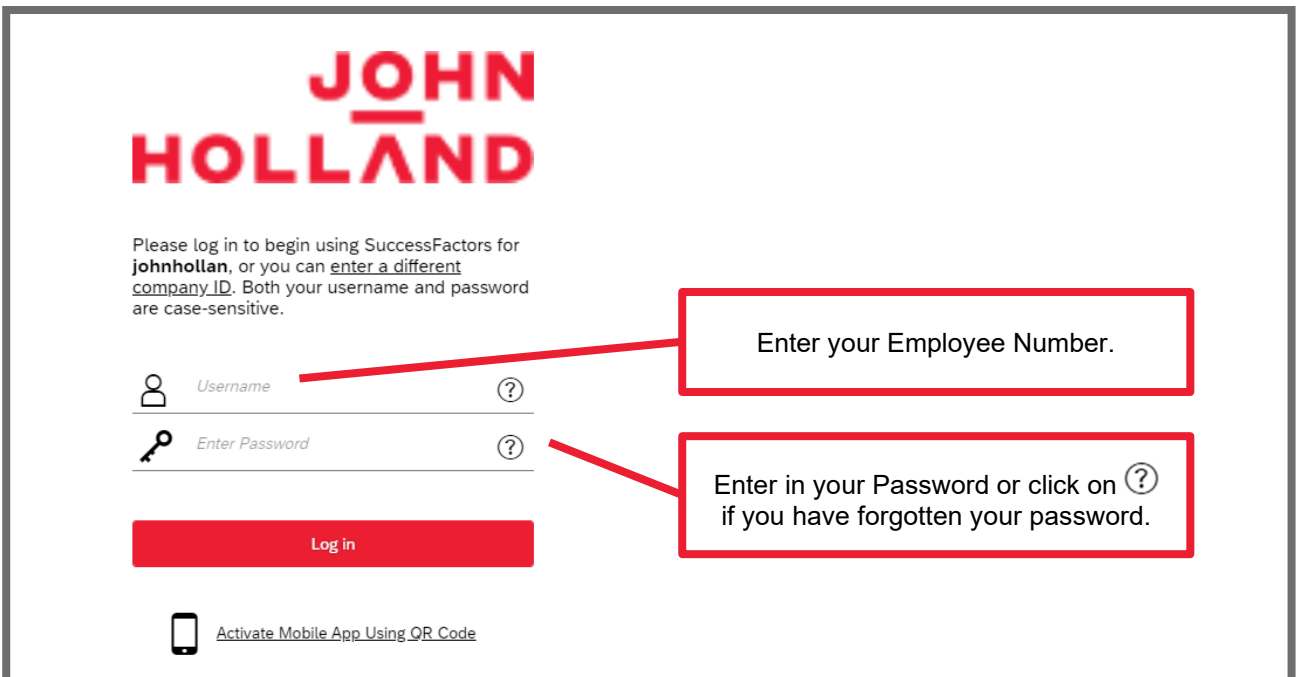
If you are asked for a Company ID enter this: johnhollan



Ignore this if you receive a page with the John Holland logo, like the image in the next step.

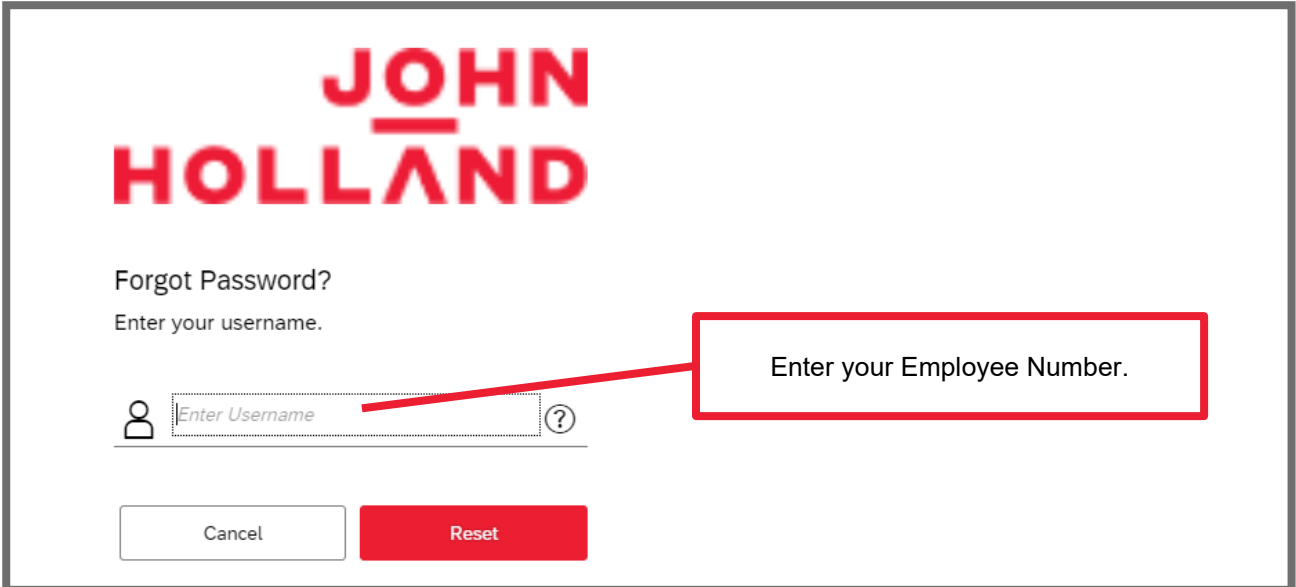
### Step 2: Logging in

You will need to enter a Username and Password. Your Username is your Employee Number. This is a 6-digit number. E.g. 012345



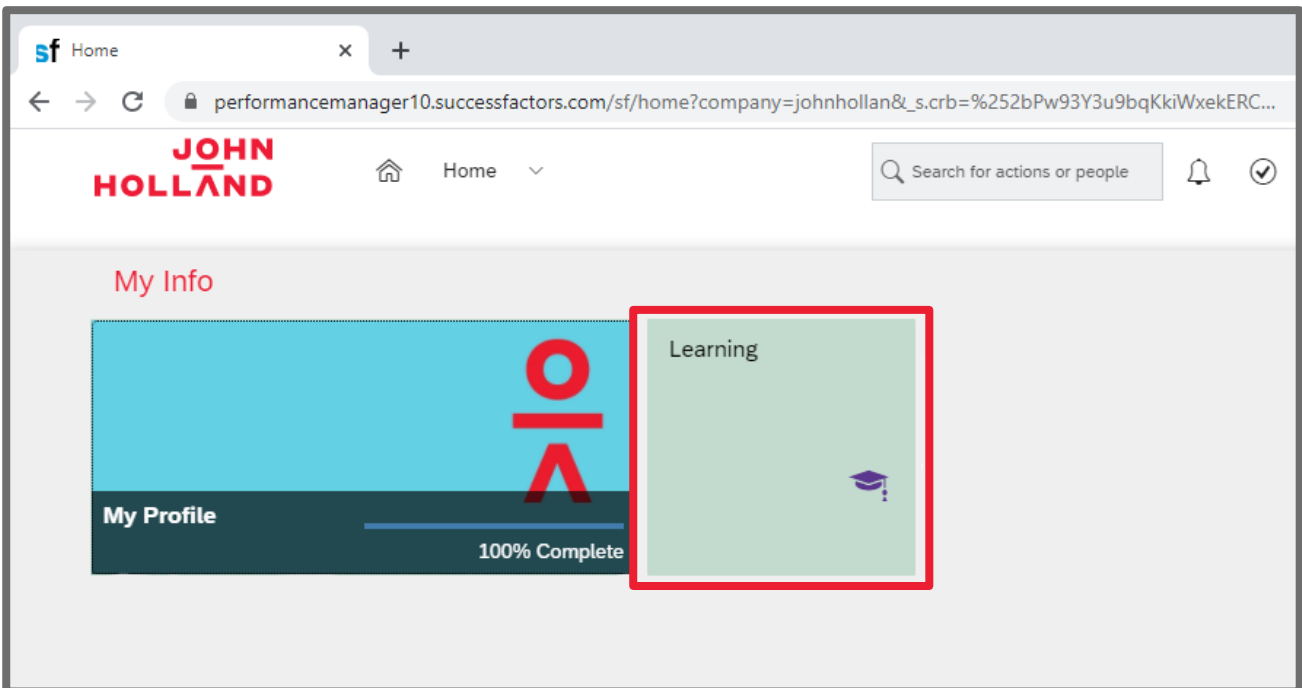
### Step 3: Forgotten your password

If you have forgotten your password (you would have received this to fill in paperwork before you started at John Holland), just enter your Employee Number and click “Reset”. You will receive an email with a new password.



### Step 4: Access Learning

Once you have logged in click on “Learning”.



## Step 5: Completing mandatory learning

When you log into Learning you will have a list of courses assigned to you. You will need to complete these in your first month at John Holland. Click on “Start Course” to complete the program.

**Note:** You may be assigned more or fewer programs to complete than what is shown below depending on the project you are working on.

The screenshot shows the 'My Learning' section of the John Holland Learning portal. The main area is titled 'My Learning Assignments' and contains a table of mandatory courses. A red box highlights the 'DUE LATER' section of the table. The table has columns for course details and a 'START COURSE' button for each row. The courses listed are:

DUE LATER		
11/9/2020	MANDATORY	START COURSE
Foundations of HSE (e-Learning)		
11/9/2020	MANDATORY	START COURSE
Global Mandatory Requirements (GMR) - Safety & Environment 1-11 (e-learning)		
11/9/2020	MANDATORY	START COURSE
Health, Safety, Environment and Sustainability Induction		
11/9/2020	MANDATORY	START COURSE
SQE Risk Management e-Learning		
11/10/2020	MANDATORY	START COURSE
Code of Business Conduct (e-Learning)		

Other elements visible in the screenshot include a search bar at the top right, a 'My Learning Assignments' header with sorting options, and a 'My Curricula' section on the right indicating no required curricula.

## Step 6: Find learning

To find learning you may be interested in click “Go” in the Find Learning tile. You can enter in key words to narrow your search like “e-Learning”.

The screenshot shows a 'Find Learning' search tile. It features a search input field with the placeholder text 'What do you want to LEARN today?' and a 'Go' button. The 'Go' button is highlighted with a red box. Below the search field, there is a link that says 'Browse recommended and featured learning' with a right-pointing arrow.

## Step 7: Viewing completed learning

Once you finish a course, that course will move into your History. You can click “View All” on the History tile to review any completed courses. From there you can also print completion certificates if required on your project.

The screenshot shows the 'My Learning' dashboard. On the left, under 'My Learning Assignments', there are four courses listed as 'DUE LATER':

- 11/9/2020 | MANDATORY: Foundations of HSE (e-Learning) [START COURSE]
- 11/9/2020 | MANDATORY: Global Mandatory Requirements (GMR) - Safety & Environment 1-11 (e-learning) [START COURSE]
- 11/9/2020 | MANDATORY: Health, Safety, Environment and Sustainability Induction [START COURSE]
- 11/9/2020 | MANDATORY: SQE Risk Management e-Learning [START COURSE]

On the right side, there are several widgets: 'John Hollan...', 'Links' (with 'Add to Learning His...', 'Approvals', and 'Options and Settings'), 'My Curricula' (stating 'You currently have no required curricula. Go to Curriculum Status'), and 'Find Learning' (with a search bar and 'Browse recommended and featured learning'). At the bottom right, a 'History' tile is highlighted with a red box, featuring a clock icon, a notification badge with '1', and the text 'recently added View All'.

The screenshot shows the 'Completed Work' page. At the top, there is a 'Back' link. Below it, the 'Show Completions' filter is set to 'Between' with dates '1/1/2020' and '5/3/2020'. A 'Find' button is next to the filter. Below the filter is a table with the following data:

Completion Date *	Title	Status	Action
15/8/2020 04:29 PM	Code of Business Conduct (e-Learning)	Complete	[Print Icon]

A red box highlights the print icon in the 'Action' column of the table entry.