

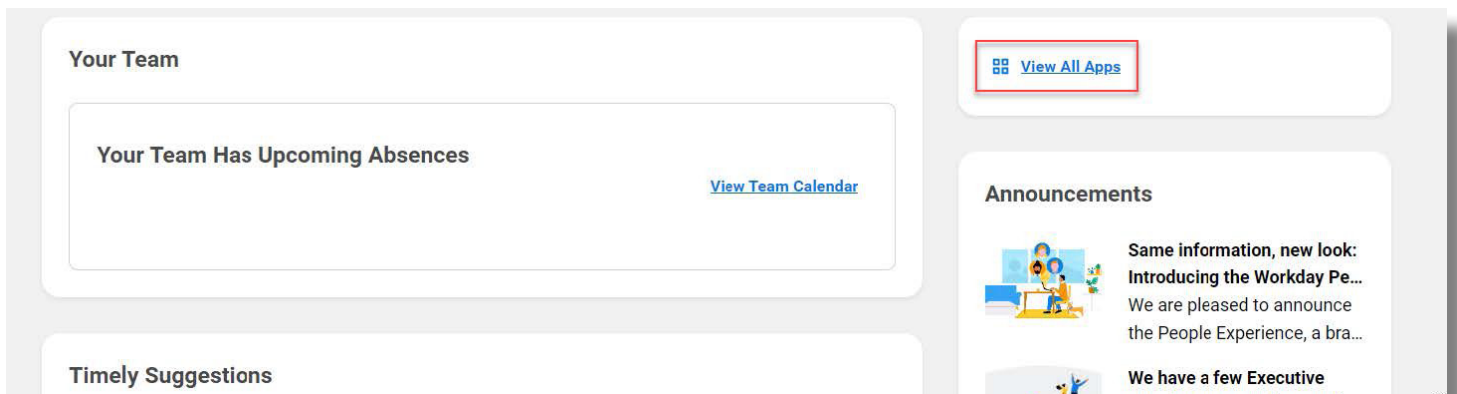
# Uplift Your Benefits Registration Guide

Below is a step-by-step guide on how to register for Uplift Your Benefits on your Workday account.

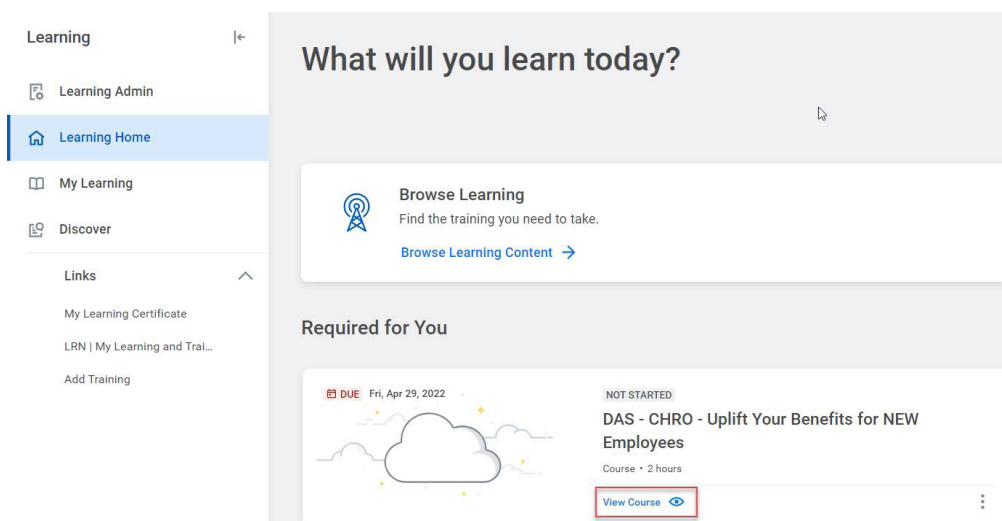
1. Logon to your Workday account.  
Log in using [this link](#) or scan the QR code.



2. From the home page click on “View All Apps.”



3. Click on “Learning Home” and you will be taken to the learning home page. **The “Uplift Your Benefits” course will appear in the “Required for You” section.** Click on “View Course” to be taken to the course home page.





4. From the course home page, click the “Select Offering” button to see all the dates/times the course is offered on.

The screenshot shows a blue button with a calendar icon and the text "Select Offering". Below the button, the following course details are displayed:

Duration	Lessons
<b>14 hours</b>	<b>2</b>
Skill Level	Delivery Mode
<b>Beginner</b>	<b>In-Person</b>

5. Click the checkbox next to Uplift Your Benefits and click “OK.” You will receive a confirmation email that you are enrolled with the Zoom link to the course.

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status
3	<input checked="" type="checkbox"/>	Tue, Apr 5, 2022, 1:00 PM Pacific Time (Los Angeles)	Tue, Apr 5, 2022, 3:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	41 out of 50	No	Open
4	<input type="checkbox"/>	Wed, Apr 6, 2022, 10:00 AM Pacific Time (Los Angeles)	Wed, Apr 6, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	45 out of 50	No	Open
5	<input type="checkbox"/>	Thu, Apr 7, 2022, 10:00 AM Pacific Time (Los Angeles)	Thu, Apr 7, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	37 out of 40	No	Open
6	<input type="checkbox"/>	Fri, Apr 8, 2022, 8:00 AM Pacific Time (Los Angeles)	Fri, Apr 8, 2022, 10:00 AM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	48 out of 50	No	Open
7	<input type="checkbox"/>	Tue, Apr 12, 2022, 1:00 PM Pacific Time (Los Angeles)	Tue, Apr 12, 2022, 3:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	50 out of 50	No	Open
8	<input type="checkbox"/>	Wed, Apr 13, 2022, 10:00 AM Pacific	Wed, Apr 13, 2022, 12:00 PM Pacific	Donisha Reynolds	48 out of 50	No	Open

On the day of your selected course, sign into Zoom 10-15 minutes before the start of your workshop to complete your registration.

Please register for workshops at least 48 hours in advance.

To maximize the quality of our workshops, we cap the number of attendees at 40. If a workshop appears full on Workday, please sign up for the waitlist as space often becomes available closer to the date of the workshop.