How to Navigate the Spark Learning Portal – General Users

Level One – Logging In to SuccessFactors

   - SJCD Full-Time Employee Login:
     - User Name: firstname.lastname
     - Password: Success Factors Password
   - SJCD Part-Time Employee Login:
     - User Name: firstname.lastname
     - Password: G# (case sensitive)

Note: *Forgot Username?* and *Forgot Password?* are options available if assistance is needed.

Note: *Bookmark this page* will enable a bookmark in the browser you have accessed the SuccessFactors log in page for quick access.

2. Once logged in, click on **Home**, then click on the **Spark Learning** link to navigate to the Spark Learning Portal.

Note: The first page viewed in the Spark Learning Portal is the News Page. You can click on "*Do not show this page every time I sign in*" or just click **Continue**.
How to Navigate the Spark Learning Portal – General Users

Level Two – General Navigation

The Spark Learning Page:
On the Learning page, you can locate the following:

1. Top Menu – My Learning; My Employees (visible for leaders with direct reports)
2. My Learning Assignments - contains training sessions that have been self-assigned, assigned by leader, or system administrators.
3. Find Learning - directs to the course catalog of available sessions and is searchable by key words.
4. My Curricula: contains curriculum (training session bundles) that have been self-assigned, assigned by leader, or system administrators.
5. Learning History – contains the history of training session completed by a user and enables the access of online content after completion.
6. My Employees (visible for leaders with direct reports) – contains training data and functionality related to the direct reports of a leader.
7. Links – contain a listing of quick links for functions associated with the Spark Learning Portal.
How to Navigate the Spark Learning Portal – General Users

**Viewing Additional Course Information:**

Selecting the training session title displays detailed information and available actions for specified session.

![Course Information Example](image)

**Search for a Course and Assign to My Learning Assignments:**

1. To search the course catalog:
   - Enter key words into the *What do you want to learn today?* field and click Go.

   OR

   - Click on **Browse all courses** link to view the entire catalog with filter and key word search capabilities.
How to Navigate the Spark Learning Portal – General Users

2. Once you have located the course/curricula you would like to register for, hover over the course/curricula title or details to view the available actions for the course/curricula. Click the Assign to Me or Self Assign Curriculum link.

- Online Session Registration:

- Curricula Registration:

- Instructor-Led Sessions:
How to Navigate the Spark Learning Portal – General Users

Register for an Instructor-Led Course (scheduled course dates):

1. Expand the View Course Dates, click on the Register Now link beside the date and time of appropriate offering.

2. Review the course information and click Confirm.
How to Navigate the Spark Learning Portal – General Users

3. Your registration status will change to Enrolled. The system also sends you a confirmation email of your registration.

4. From your email, you can directly add an appointment to your Outlook calendar by clicking on the .ics attachment in the Registration Notification.
How to Navigate the Spark Learning Portal – General Users

Requesting an Instructor-Led Course (without scheduled course dates):

1. The Request Schedule action must be selected from the assigned My Learning Assignment session in order to submit a request to the session facilitator to establish a session in Spark Learning for registration.

2. Complete the Need By Date, Preferred Region, Preferred Location, and any pertinent Comments. Click the Request button for request submission.

Note: Training session requests are processed weekly by the specified Contact of the requested session. Any additional questions about the session should be directed to this specified individual.
How to Navigate the Spark Learning Portal – General Users

**Withdrawing Registration of an Instructor-Led Course:**

1. Locate the session for withdrawal in Spark Learning on your **My Learning Assignments** tile. Expand the options and click **Withdraw**.

![Withdrawal Button](image1)

2. Confirm session withdrawal, click **Yes** button.

![Confirmation Dialog](image2)

3. Removing the course assignment from Learning Plan (**My Learning Assignments**). Select the **No** button, if you would like to keep this session on your Learning Plan and register for a session at a later date. Select the **Yes** button, if you would like remove the session from your Learning Plan.

![Remove Dialog](image3)