

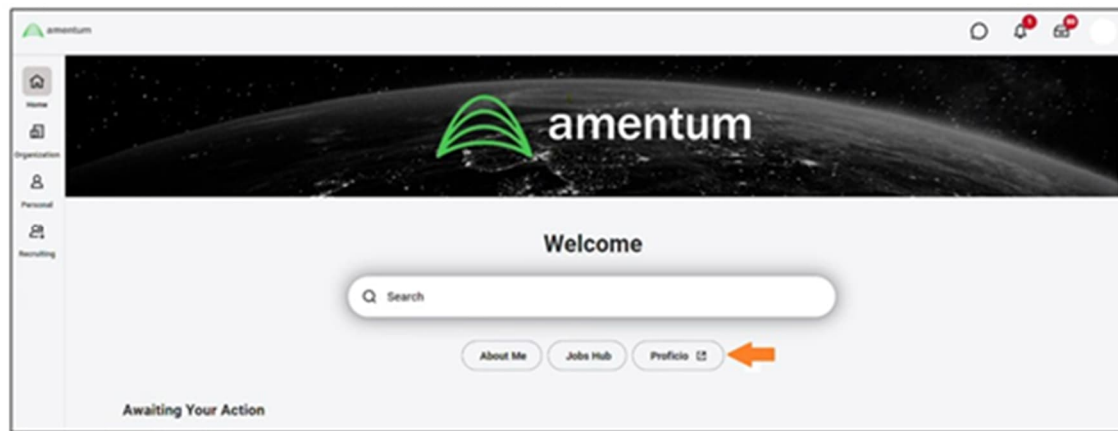
Proficio Quick Reference: How to Log in and Navigate

This document is a quick reference for new users to log in and navigate Proficio

Logging into Proficio

You must access Proficio through Workday.

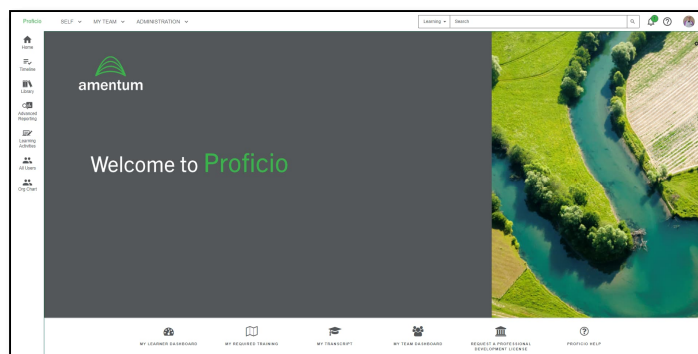
1. Log into Workday at:
<https://www.myworkday.com/wday/authgwy/pae/login.htmlId?returnTo=%2fpae%2fd%2fhome.htmlId>
2. Select the **Proficio** button just below the search bar.



3. Then click the **Proficio** link or Icon (if applicable).

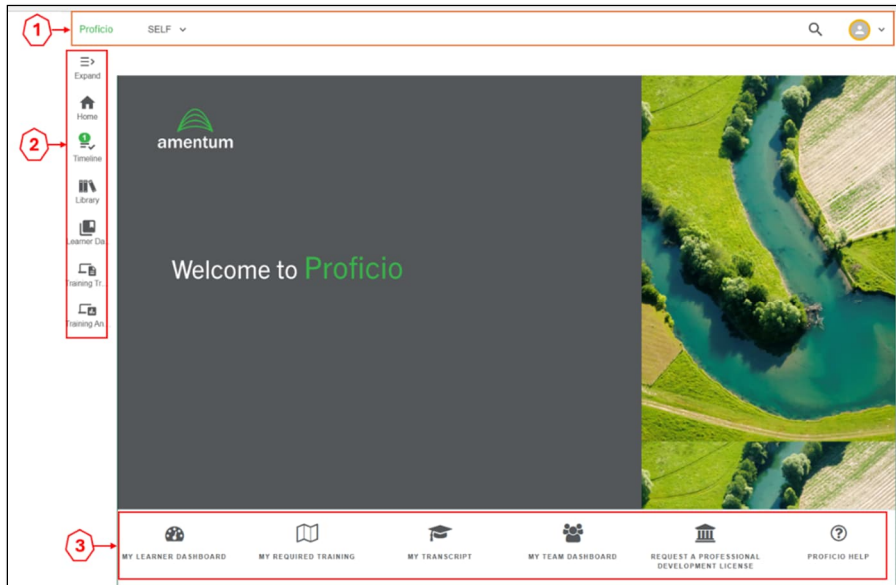


4. You will be redirected from Workday to the Proficio homepage.



Proficio Homepage Overview

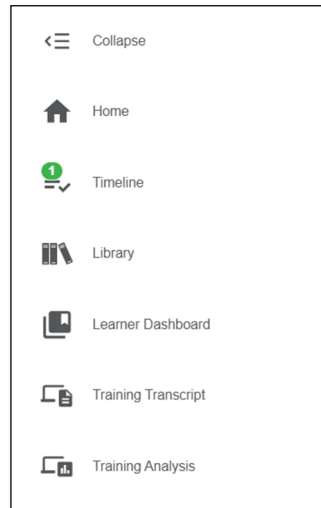
The Proficio homepage can be broken into four parts.



1. Along the top of the window, you will find the Proficio logo, Menus, Enterprise Search and an icon that leads to your Profile. Clicking the Proficio logo will always take you back to the home page.
2. The left portion of the window contains an “always visible” toolbar. Use it to navigate to commonly used areas from any page in the system.
3. The Quick Link bar is at the bottom of the window. It allows you to jump to frequently used areas of the Proficio system.
4. The center of the screen contains either information, a rotating banner or both.

The “Always Visible” Toolbar Overview

On the “always visible” toolbar, you will find navigation links to 7 areas in Proficio.



1. Click the **Expand**  link to show the full toolbar language.
2. The **Home**  link takes you to the home page of Proficio.
3. The **Timeline**  link allows you to view your current training – items you are registered for or that are still in progress.
4. The **Library** 
 - a. The library shows many topics to categorize the available content.
 - b. Click on the “**Proficio Help**” library link for tutorials that will help you get started using the system.
5. The **Learner Dashboard**  link takes you to a visual representation of your profile, training history and current training along with reports you are authorized to see
6. The **Training Transcript**  link takes you to your own training transcript where you can see your completed training, sort and filter by date range and export to PDF
7. The **Training Analysis**  link shows you a list of your required and recommended training.