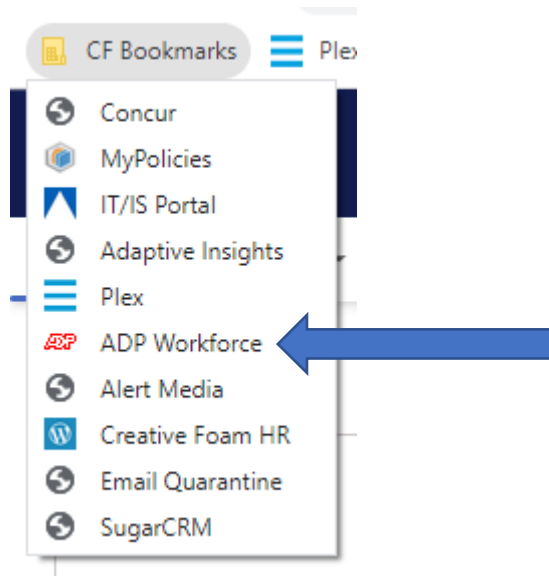
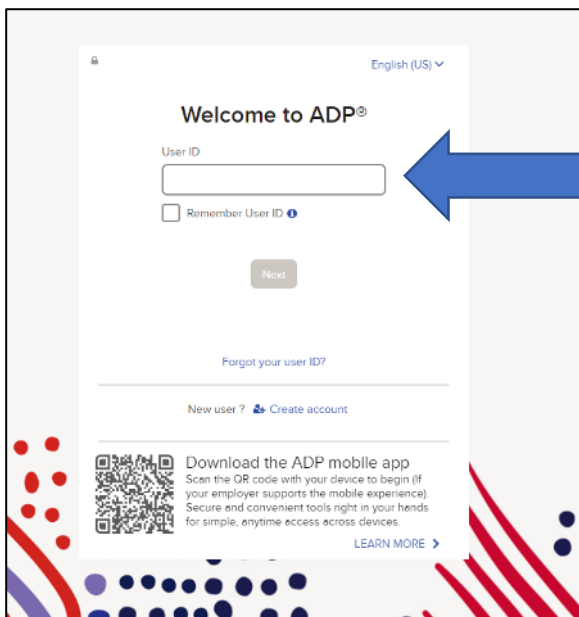


Instructions to Navigate to Creative Foam Learning in ADP

To access ADP Workforce Now – you will navigate to the **CF Bookmarks** in the top left of your screen when you go to your internet browser.

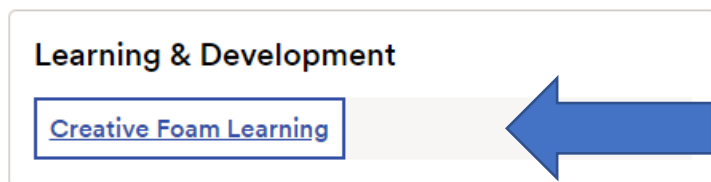
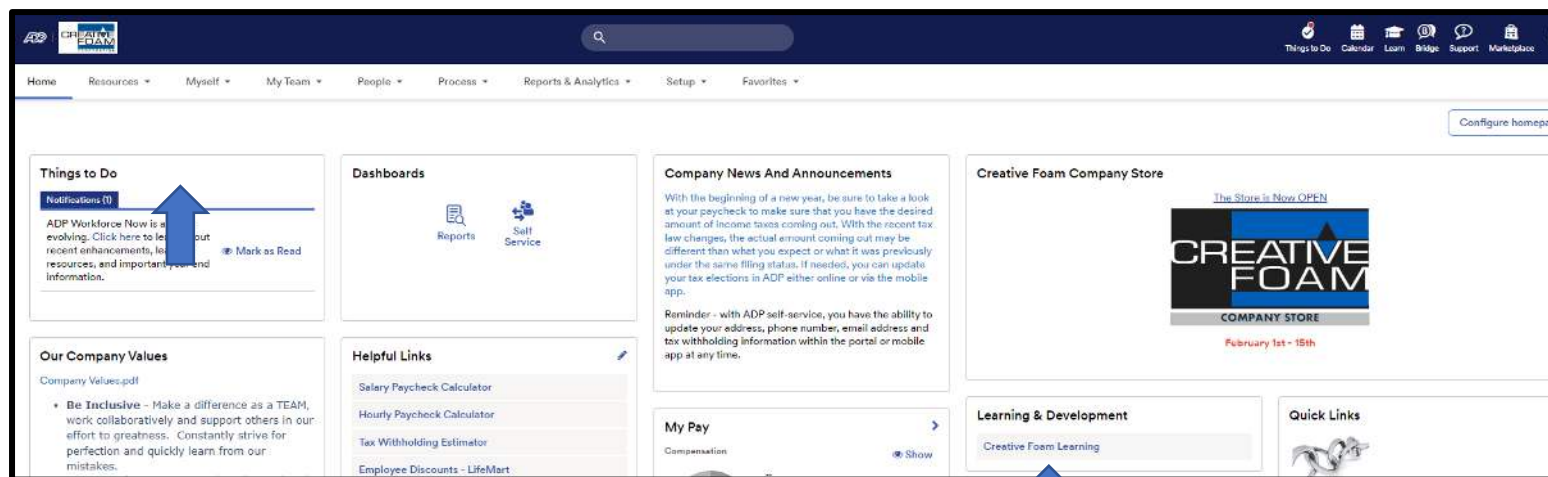


You will log in using your existing **ADP username and password.**



If you have not registered with ADP, please contact Human Resources for instructions.

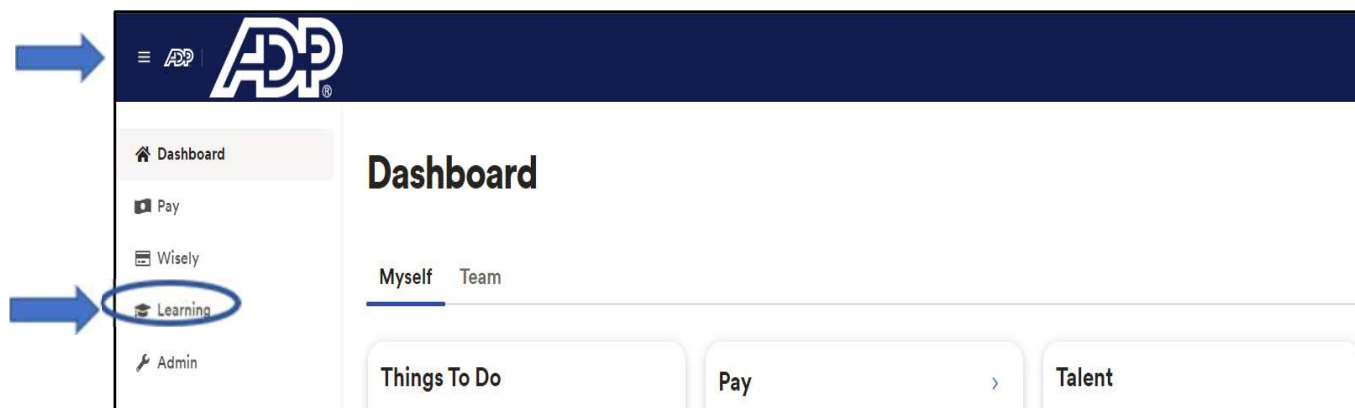
Once logged into ADP, you will see a tile on your **home page** that is labeled **Learning & Development**. Please note: It may be in a different spot on your screen.



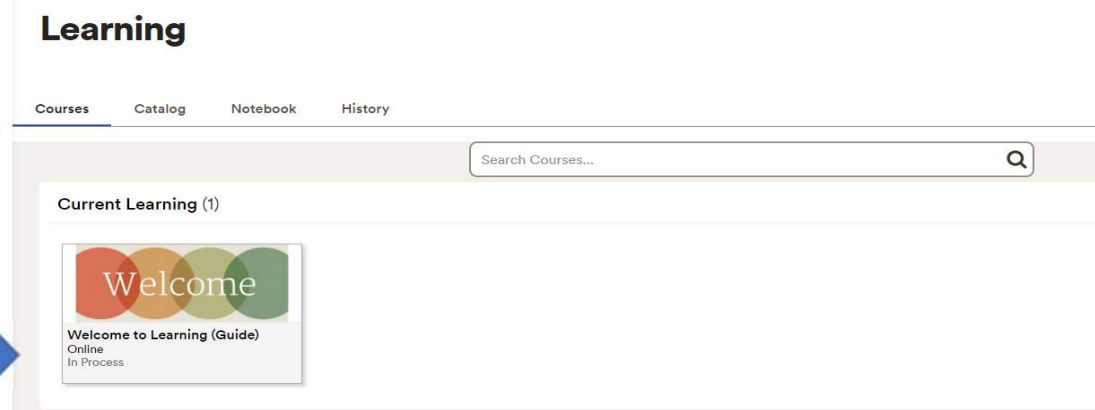
Please click on the **Creative Foam Learning link**.

Next click on the Learning (Graduation Hat) shown on the left side of the screen.

Note: if you do not see the Learning Graduation Hat, click on the icon next to the ADP Logo and this will make the graduation hat visible.

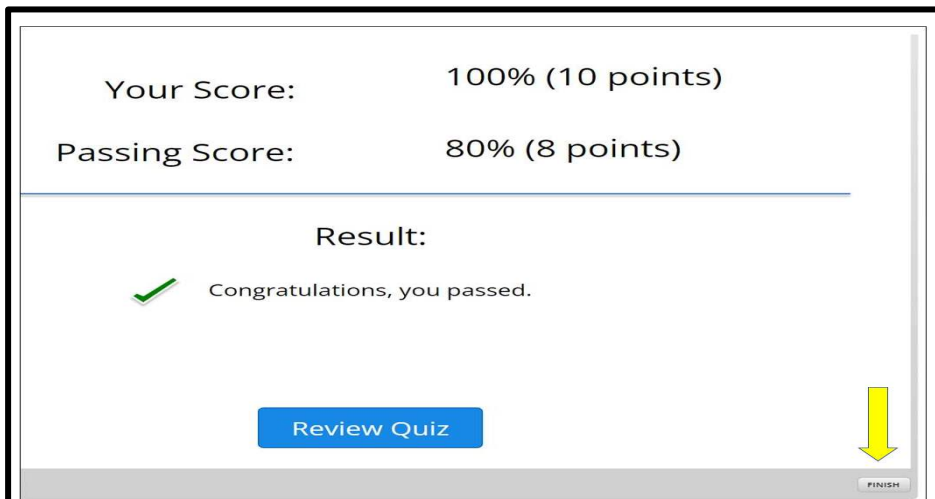


Next: You will be on the courses tab.



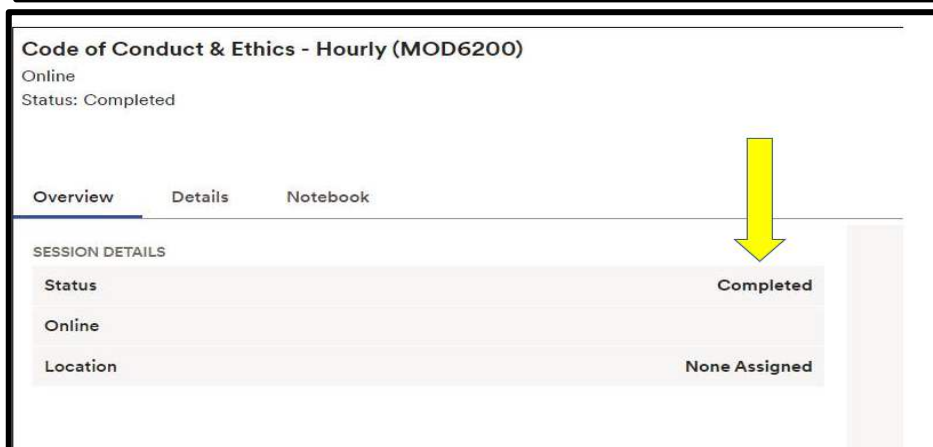
Here you will see **Current/Required Learning** courses you have been enrolled in under the Courses Tab. This is where you will find a Welcome Course that will include a **learning guide** to walk you through navigating Creative Foam Learning on a desktop or Mobile. **The courses will no longer show here once you have completed them.**

For Managers – you will also have a Manager Guide Course to help navigate through ADP LMS. You will be able to enroll employees into courses and track training progress.



Remember when you finish a course to hit FINISH/COMPLETE/CLOSE when prompted.

When finishing a course, look at the Overview screen to be sure that the status was changed to complete before leaving the course.

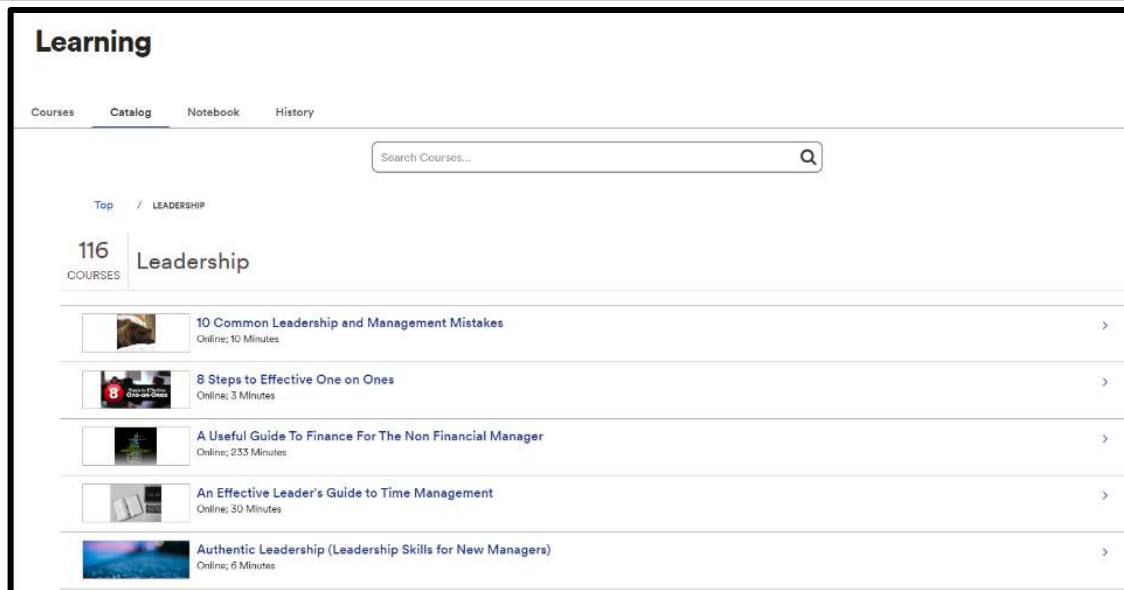
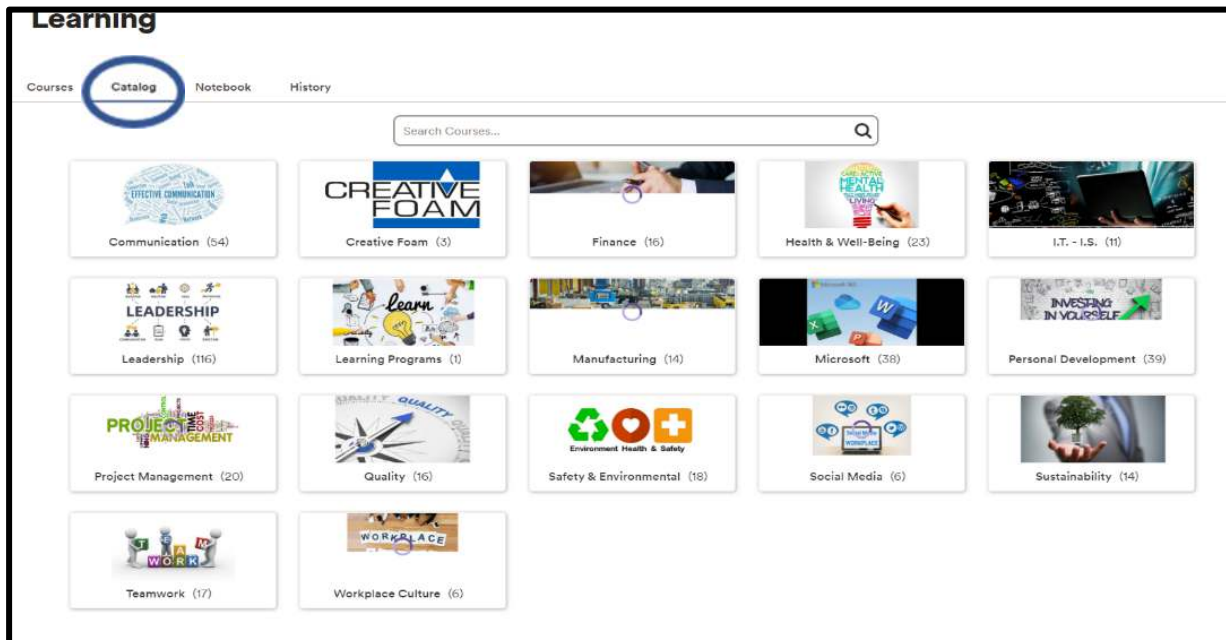


If the course shows **in-process**, you will need to go back through the course and click finish/complete or close, so the status shows completed.

Next you will click on the **Catalog Tab**:

Once you click on the **Catalog Tab** (Below) you will be able to see all of the Learning Catalogs that are populated with the courses.

Once you find a course you would like to enroll into, you click the **enroll button** and then **launch** to take the course.



When finishing a course, look at the Overview screen to be sure that the status was changed to **Completed** before leaving the course.

If the course shows **in-process**, you will need to go through the course entirely and click finish/complete or close a screen when prompted to change the status to **COMPLETED**.