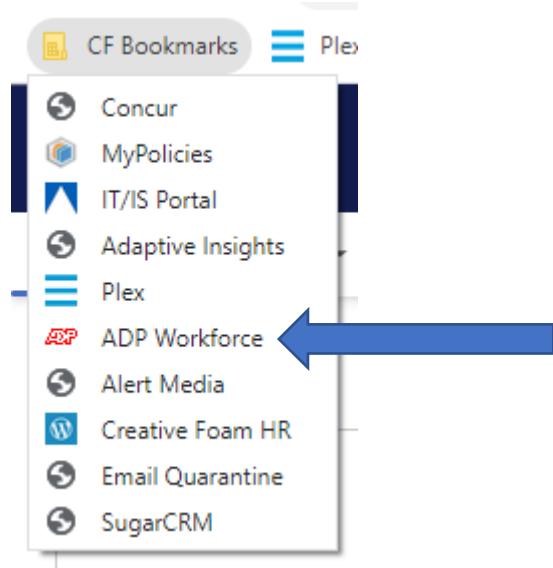


Instructions to Navigate to Creative Foam Learning in ADP

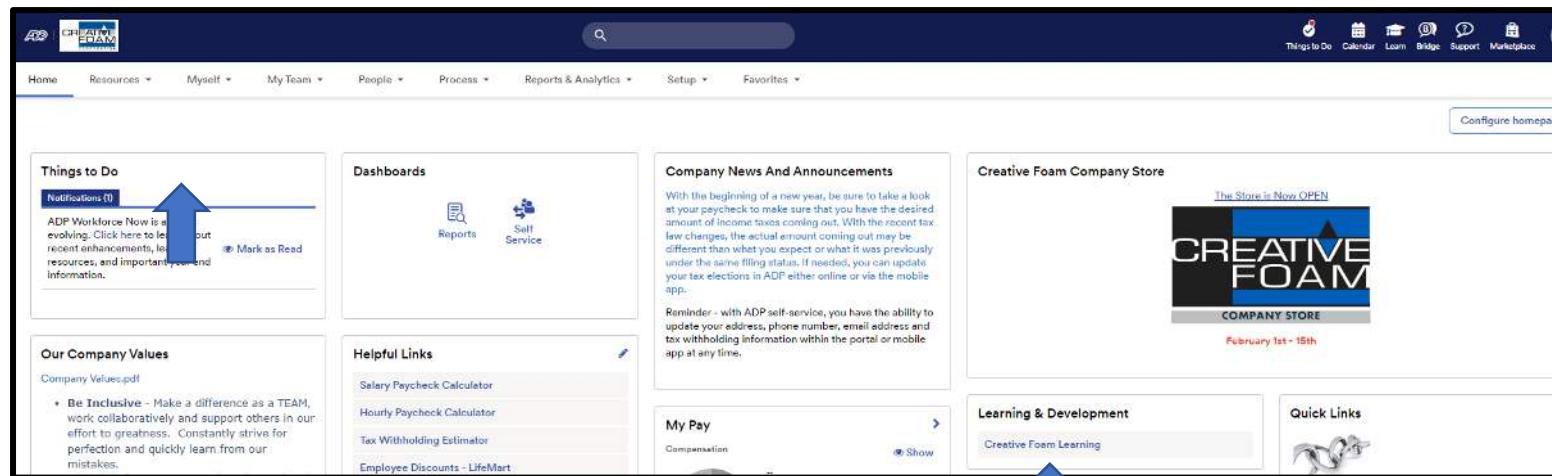
To access ADP Workforce Now – you will navigate to the **CF Bookmarks** in the top left of your screen when you go to your internet browser.



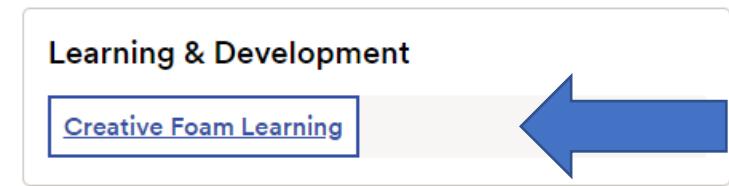
You will log in using your existing **ADP username and password**.



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.



The screenshot shows the ADP Home page. At the top, there is a navigation bar with links for Home, Resources, Myself, My Team, People, Process, Reports & Analytics, Setup, and Favorites. To the right of the navigation bar are links for Things to Do, Calendar, Learn, Bridge, Support, and Marketplace. Below the navigation bar, there are several tiles: 'Things to Do' (with a blue arrow pointing to the 'Notifications (0)' section), 'Dashboards' (Reports and Self Service), 'Company News And Announcements' (with a reminder about tax law changes), 'Creative Foam Company Store' (with a banner for the store being open from February 1st - 18th), 'Our Company Values' (Company Values.pdf), 'Helpful Links' (Salary Paycheck Calculator, Hourly Paycheck Calculator, Tax Withholding Estimator, Employee Discounts - LifeMart), 'My Pay' (Compensation), 'Learning & Development' (Creative Foam Learning), and 'Quick Links'.

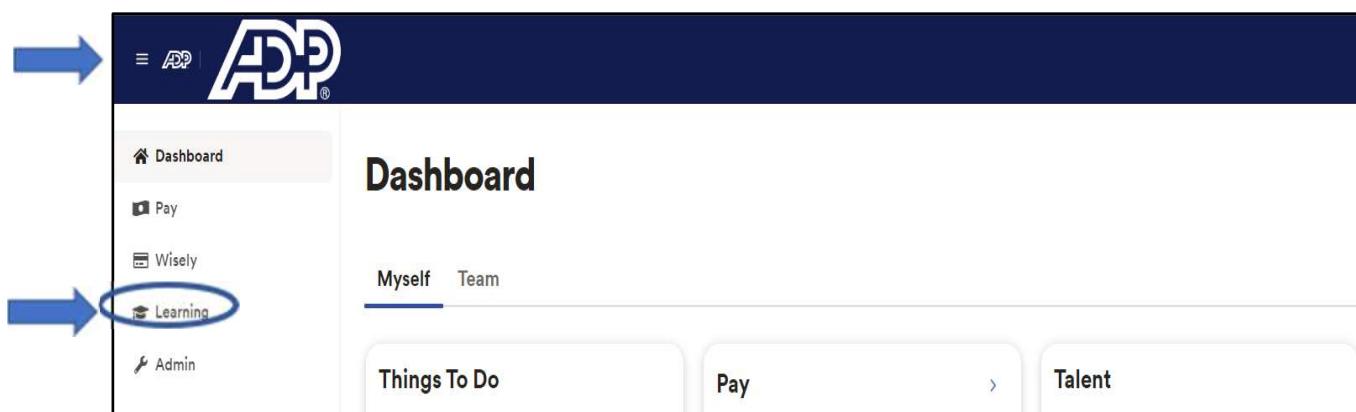


The screenshot shows the 'Learning & Development' tile from the ADP Home page. It features a large blue arrow pointing to the 'Creative Foam Learning' link, which is highlighted with a blue border.

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.



The screenshot shows the ADP Dashboard. At the top, there is a blue bar with the ADP logo and a blue arrow pointing to it. Below the blue bar, the dashboard has a sidebar with links for Dashboard, Pay, Wisely, Learning (which is circled in blue), and Admin. The main content area is titled 'Dashboard' and shows tabs for Myself and Team. Below the tabs are three cards: 'Things To Do', 'Pay', and 'Talent'.

Next: You will be on the courses tab.

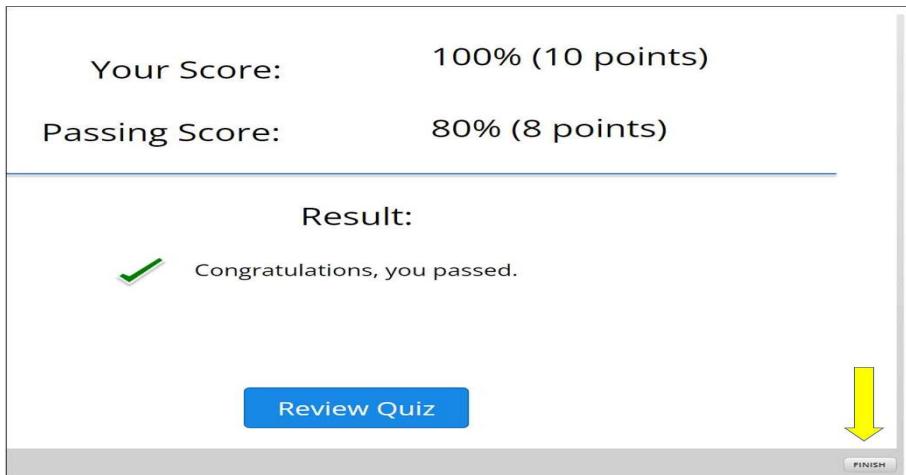
Learning



A screenshot of the ADP LMS Learning tab. At the top, there are tabs for Courses (which is selected), Catalog, Notebook, and History. Below the tabs is a search bar with the placeholder 'Search Courses...'. The main content area is titled 'Current Learning (1)'. It shows a course card for 'Welcome' with three colored circles (red, orange, green) and the text 'Welcome to Learning (Guide) Online In Process'. There are two blue arrows on the left side of the screenshot, pointing to the right.

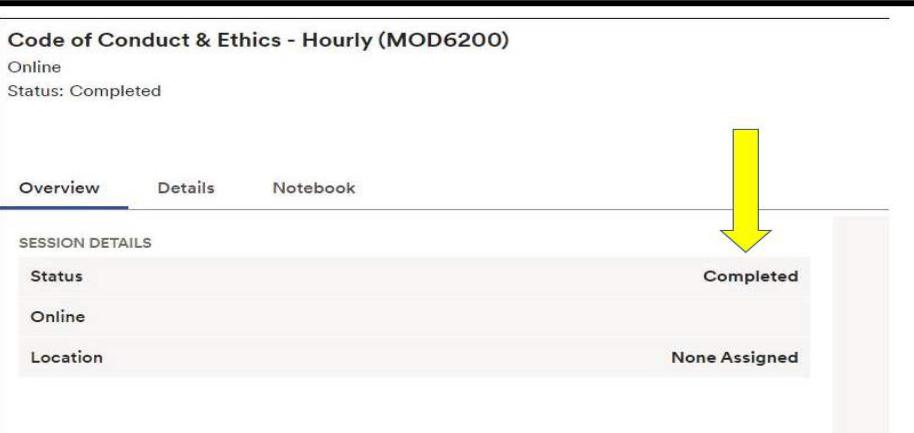
Here you will see **Current/Required Learning** courses you have been enrolled in under the Courses Tab. This is where you will find a Welcome Course that will include a **learning guide** to walk you through navigating Creative Foam Learning on a desktop or Mobile. The courses will no longer show here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



A screenshot of a course completion screen. It shows 'Your Score: 100% (10 points)' and 'Passing Score: 80% (8 points)'. Below this, the 'Result:' section shows a green checkmark and the message 'Congratulations, you passed.' A blue 'Review Quiz' button is at the bottom. A yellow arrow points to the 'FINISH' button in the bottom right corner.

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



A screenshot of a course overview screen for 'Code of Conduct & Ethics - Hourly (MOD6200)'. It shows 'Online' and 'Status: Completed'. Below this, there are tabs for Overview (which is selected), Details, and Notebook. Under 'SESSION DETAILS', it shows 'Status: Online' and 'Location: None Assigned'. A yellow arrow points to the 'Completed' status in the course details.

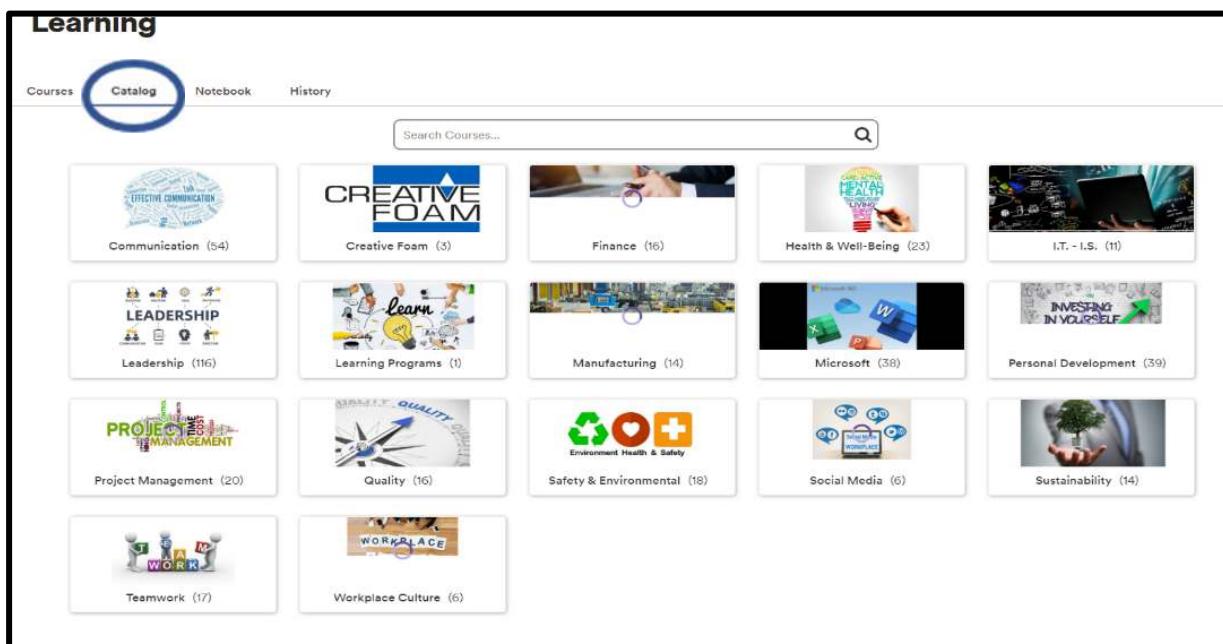
When finishing a course, look at the Overview screen to be sure that the status was changed to complete before leaving the course.

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.

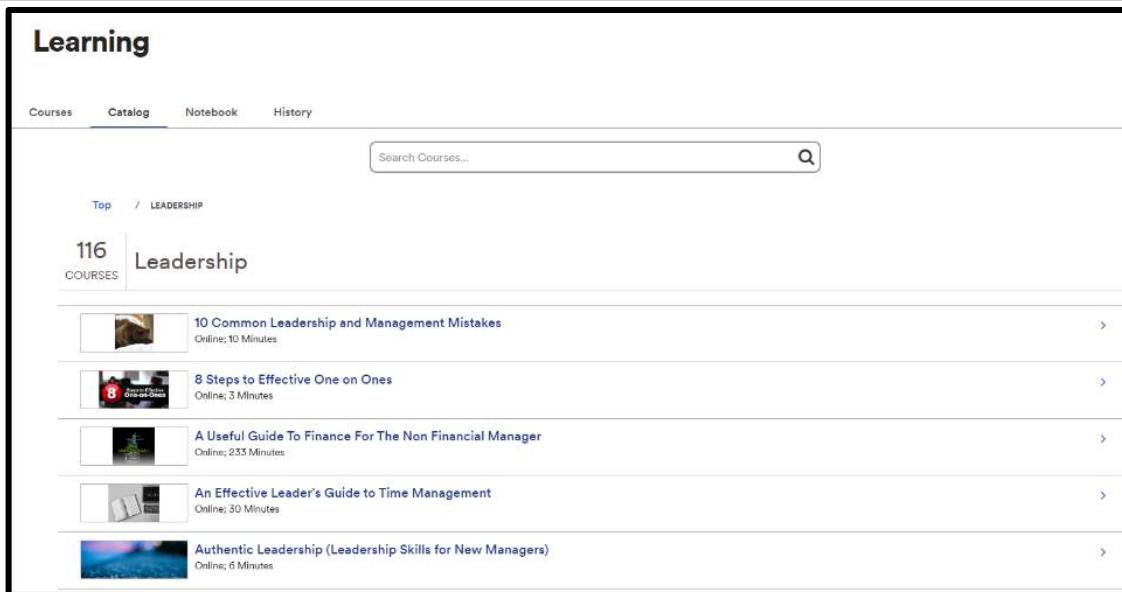
Next you will click on the Catalog Tab:

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.



The screenshot shows a 'Learning' interface with a 'Catalog' tab selected. A search bar at the top right contains the placeholder 'Search Courses...'. Below the search bar is a grid of course categories, each with an icon and a title. The categories are: Communication (54), Creative Foam (5), Finance (16), Health & Well-Being (23), I.T. - I.S. (11), Leadership (16), Learning Programs (1), Manufacturing (14), Microsoft (36), Personal Development (39), Project Management (20), Quality (16), Safety & Environmental (18), Social Media (6), Sustainability (14), Teamwork (17), and Workplace Culture (6).



The screenshot shows a 'Learning' interface with the 'Catalog' tab selected. A blue arrow points from the previous screenshot to this one. The page is titled 'LEADERSHIP' and shows '116 COURSES'. It lists five course items with icons and titles: '10 Common Leadership and Management Mistakes' (Online; 10 Minutes), '8 Steps to Effective One on Ones' (Online; 3 Minutes), 'A Useful Guide To Finance For The Non Financial Manager' (Online; 233 Minutes), 'An Effective Leader's Guide to Time Management' (Online; 30 Minutes), and 'Authentic Leadership (Leadership Skills for New Managers)' (Online; 6 Minutes).

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**.