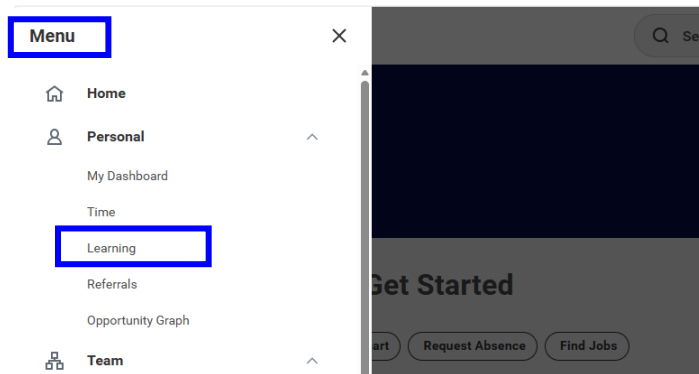




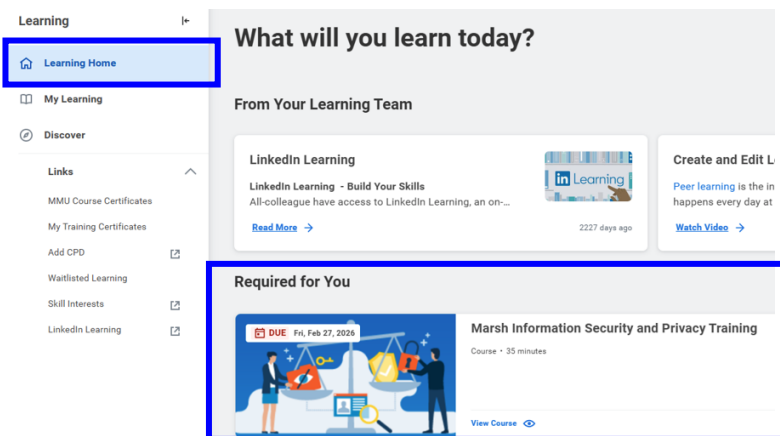
## Mandatory Training

### How do I find any required MMA trainings?

1. Log onto [Workday](#)
2. From the home page, select **Learning** on the menu tab on the top left.



3. From Learning Home, navigate to the **Required for You** section. Any outstanding mandatory trainings will appear here.



**\*Note:** If you do not see a **Required for You** section, you have likely already completed all required courses. To verify completion, follow the steps in **Verify Completed Trainings via Learning Transcript**.

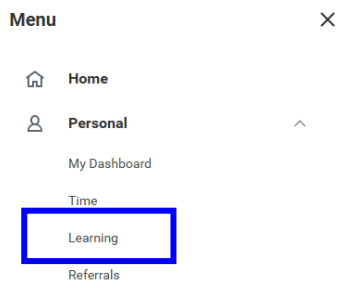


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Agency

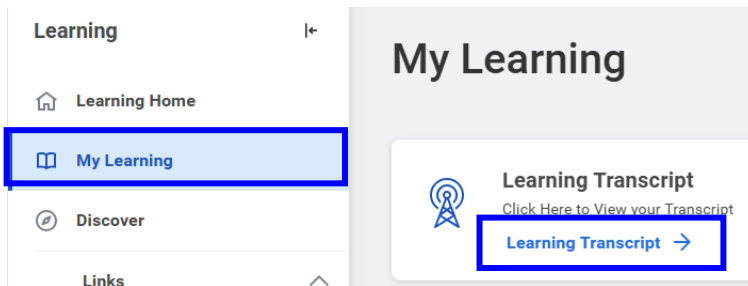
Mandatory Training

## Verify Completed Trainings via Learning Transcript

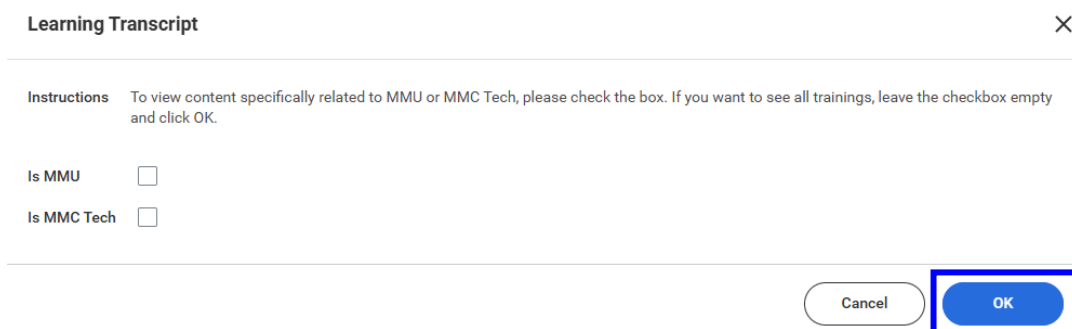
1. From the Workday home screen, go to **Learning**.



2. Select **My Learning**, then choose **Learning Transcript**



3. When the pop-up window appears, click **Ok**. (Do not check any boxes)





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Mandatory Training

- Your transcript will display all completed courses. Each completed training will show a completion date and time, and a status of "Completed".

Learning Transcript ... 🔍

Is MMU No Is MMC Tech No

1 item

| Enrolled Content                                | Course Type    | Topic                                      | Description | Course Offering Locations | Course Status | Registration Status | Registration Date         | Start Date | Course End Date | Completion Date           | Status    | Duration   |
|---|----------------|--|-------------|---------------------------|---------------|---------------------|---------------------------|------------|-----------------|---------------------------|-----------|------------|
| Marsh Information Security and Privacy Training | Digital Course | Legal, Compliance & Professional Standards |             |                           | Open          | Enrolled            | 01/13/2026<br>02:14:14 PM |            |                 | 01/23/2026<br>01:36:36 PM | Completed | 35 minutes |