

Reference Guide "My Learning"

Audience: Learners



sodexo

Reference Guide – Learners

Introduction to my learner's reference guide

My Learning in Access is designed to make learning easy and efficient for every employee within Sodexo. With on-demand access and a clear progress tracker, you can now learn what you need, when you need for your work. My Learning in Access connects you with the resources you need, creating a smoother path for your growth and success.

Purpose:

- Help you understand how to use your new learning platform effectively
- Walk you through the key features, explain how to find and complete courses, how to request a training, how to track learning history, etc.
- Ensure smooth and enjoyable learning experience



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My Learning in Access overview

Benefits of the tool

For L&D community	For (site) managers	Learners	For Sodexo
<ul style="list-style-type: none"> Facilitate your learning management Gain time and efficiency Provide better collaboration 	<ul style="list-style-type: none"> Support your team development Generate time savings Prepare the skills needed tomorrow at Sodexo 	<ul style="list-style-type: none"> Participate actively in your development Assign courses to yourself Enjoy an improved learning experience 	<ul style="list-style-type: none"> Improve the employee's offering Offer better tracking progress and insights

Main functionalities

For L&D community	For (site) managers	Learners	Instructors
<ul style="list-style-type: none"> See the overall LMS functionality Ensure smooth operations Manage user access Maintain system configurations 	<ul style="list-style-type: none"> Manage training by approving or rejecting requests Handle assignments View detailed learning history 	<ul style="list-style-type: none"> Explore available courses Start courses Request learning sessions Schedule sessions Track learning history 	<ul style="list-style-type: none"> Manage classes by tracking attendance, recording completions, and sending surveys Access participant details Download or print rosters

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My first steps to log in

1/ Users having a Sodexo.com email address – Log in to Access

ALL EXISTING EMPLOYEES WILL LOG ON USING THEIR SODEXO.COM EMAIL ADDRESS

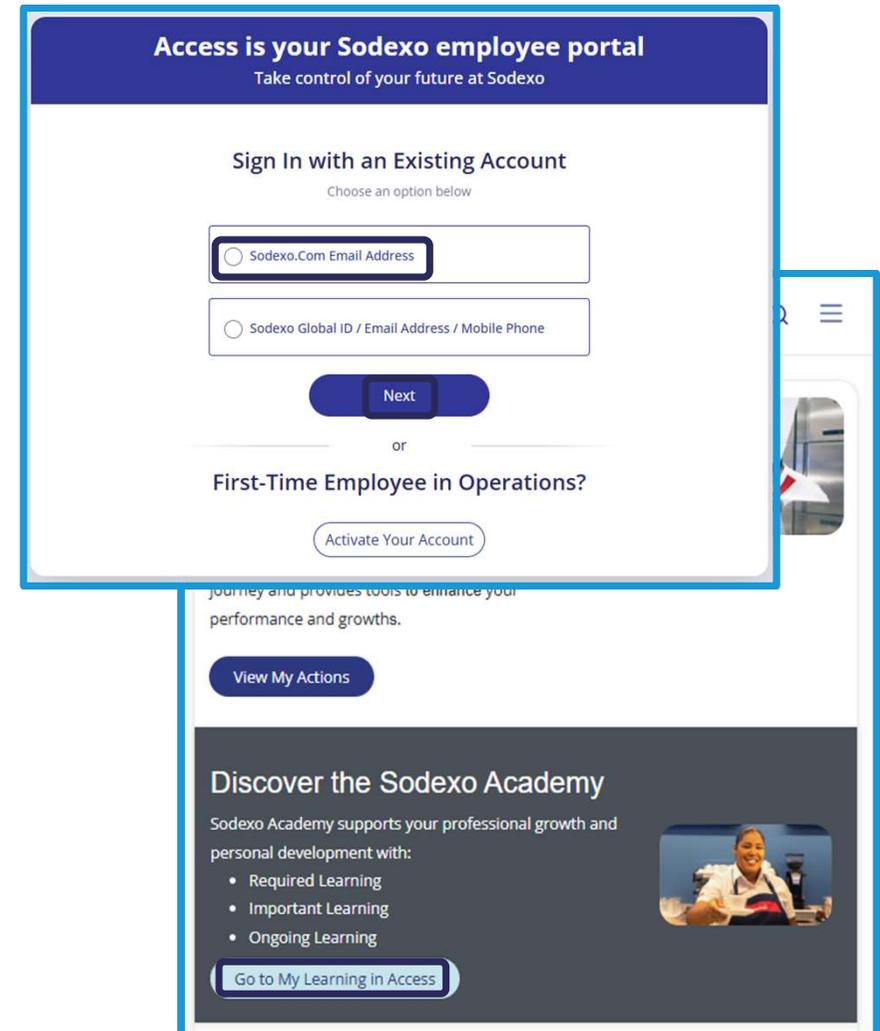
Step 1 – Go to your Sodexo employee's portal by clicking here: [Login](#)

Step 2 – If required, enter the Microsoft authentication code. A new screen will appear

Step 3 – Click the link to go to **“Access”**. A new screen will appear

Step 4 – Select Sodexo.com Email address and then click on **“Next”**

Step 5 – Under “Discover the Sodexo Academy”, click on **“Go to My Learning in Access”**. You have now access to your learning homepage



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My first steps to log in

2/ Users without Sodexo email address - First connection – Account activation

THIS IS DONE AS PART OF THE PRE MOBILISATION BRIEFING MODULE COMPLETION

Step 1 – Go to your Sodexo employee's portal by clicking here: [Login](#)

Step 2 – Click on **“Activate your account”**. A new screen will appear

Step 3 – Enter account details and then click on **“Continue”**. A new screen will appear

Step 4 – Review the privacy policy and then click on **“Continue”**. A new screen will appear

Step 5 – Select the notification preference, personal email or phone number and then click on **“Continue”**

Step 6 – Get and enter the one-time code, then create your password, then, confirm your password

Step 7 - Click on **“Verify”**

Account Verification

Enter Code

We sent a code to : abhi*****@o.in

5 9 4 9 0 9

Your password must be at least 8 characters long and contain at least one uppercase letter and one special character

Create Password

.....

- ✔ At least one uppercase letter
- ✔ At least one lowercase letter
- ✔ At least one digit
- ✔ At least one special character
- ✔ At least 8 characters long

Confirm Password

.....

Verify

3 attempts remaining

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My first steps to log in

3/ Users without Sodexo email address - Account already created – Log in to Access

THIS IS FOR EMPLOYEES THAT HAVE JOINED THE BUSINESS BEFORE THE LAST DAY OF THE PREVIOUS MONTH

Step 1 – Go to your Sodexo employee's portal by clicking here: [Login](#)

Step 2 – Click on **“Global ID /Email / phone”** and then click on **“Next”**. A new screen will appear

Step 3 – Enter the credentials and then click on **“Sign in”**. A new screen will appear

Step 4 – Select the same verification method used in “Account Activation” (see last page) then, click on **“Send Code”**, after receiving the code, enter the code and click on **“Verify”**. A new screen will appear

Step 5 – Select your preferred language and then click on **“Apply”**. A new screen will appear

Step 6 – Open and read the *“Terms and Conditions”* and then click on **“I agree...”**

Step 7 – Click on **“Accept”**

Step 8 - Open and read the *“Data Privacy Policy”* and then click on **“Next”**. A new screen will appear

Step 9 – Click on **“View My Actions”** to go the learning homepage

Sign In with an Existing Account

Enter Sodexo Global ID / Email / Mobile

Sodexo Global ID / Email / Mobile

Enter Password

Sign In

Terms and Conditions

Your use of Access and SAP SuccessFactors is governed by the following Terms and Conditions, which must be carefully read, understood, and accepted.

You must click the link to open and read the Terms and Conditions before you can proceed.

[Read the Terms and Conditions*](#)

Employee Name: SEBASTIEN PETIT
Employee ID: 35_U_07169280

I agree to the Terms and Conditions.

Decline Terms and Conditions Accept

Sodexo

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My Learning homepage (1/2)

When you will arrive on your **Learning homepage**, you will find different sections (details below) based on your uses, some sections could be not presented

Section 1: Required Learning

Displays the mandatory training you need to complete

Section 2: Important Learning

Highlights courses that are essential or highly recommended (but not mandatory)

Section 3: My Quick Links

Displays global and eventually regional learning offers

Section 4: Invest in Myself

Provides access to self-paced learning opportunities and resources

Section 5: Bookmarks*

**This section will only be visible if you bookmarked a course*

Shows a list of courses you have bookmarked

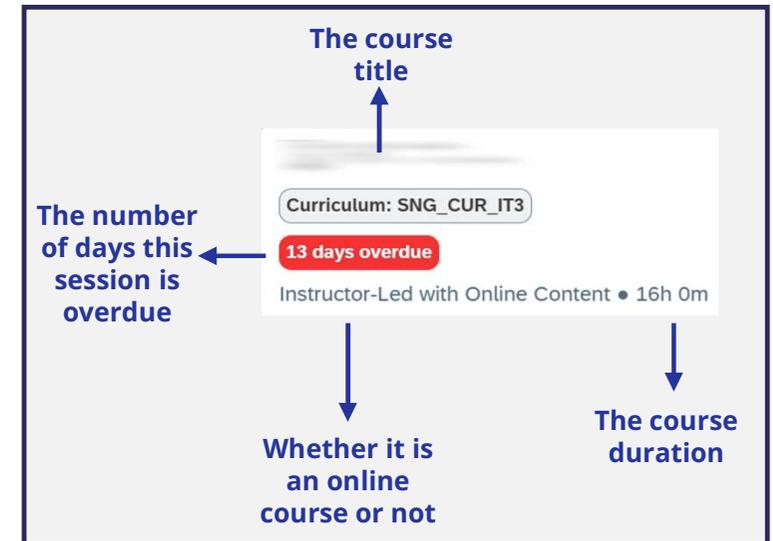
Section 6: Suggested for Me

Find training sessions that have been recommended to you

These different sections are designed to help you navigate and manage your personal learning journey.

For each course, you can see a quick view of the course information such as: course title, type of course, duration.

Additional information may also appear, for instance, if you forget to complete a course, a red banner will be displayed.



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My learning homepage (2/2)

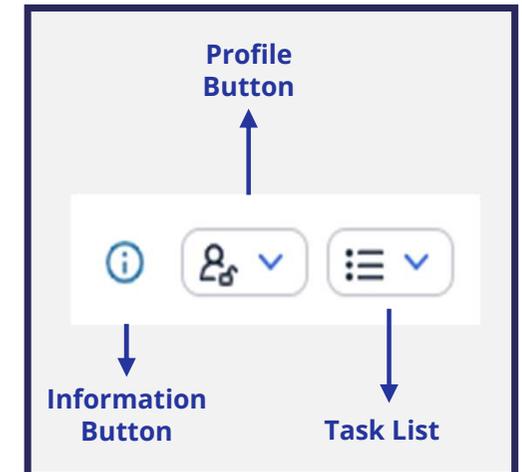
Your employee **learning homepage** is your central hub to explore, track, and manage your personal development and training activities

Information Button: Provides definitions of learning terms found on the learning homepage.

Profile Button: This button shows your status as a “learner”

Task List: Provides list of actions you can take in the system, including:

- **Curricula** offers you a personalized and structured learning pathway tailored to your professional role. It integrates diverse learning modes to help you acquire the skills you need to achieve your career goals and align with Sodexo's objectives.
- **Quick Guides** give you immediate access to essential information, enabling you to find what you need quickly and efficiently.
- **Learning History** allows you to track your progress over time, showcasing the skills you have acquired and helping you reflect on your personal development journey.
- **Accomplishments** highlight your dedication to personal and professional growth, celebrating the milestone you have achieved.
- **Collection** helps you organize learning resources that are relevant to your current projects and objectives.



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My key functionalities

Self-assign VS Register VS Request: what's the difference?

Self-assign: adds the training to your learning plan

- When you assign yourself a training, it will appear in your list of courses to complete. However, this **does not mean you are registered in a specific class** (especially for scheduled trainings).
- It is mainly used for online courses (e-learning) or videos that you can complete at your own pace.
- You will find your **self-assigned courses in "Invest in myself" section**. If your manager or Training team assigned a training to you, it will appear in Important or Required learning section.

Register: confirms your enrollment to a class

- You **directly register for a scheduled training class**. An approval process can be triggered from your Manager and LD Team, depending on the trainings.
- This is usually used for in-person training (ILT – Instructor Led Training) or virtual sessions with a limited number of participants.
- **You will find your enrollment in "Invest in myself" section**. If your manager or Training team enrolled you to a training class, it will appear in Important or Required learning section.

Request: express your interest in a course

- You want **to take a course that doesn't have a scheduled session yet**. The request will be sent to the system and an administrator will be able to see the requests. Once a certain number of classes is requested, the admin will be notified and will analyze the need



Self-assign means that you add the course to your learning plan (but you are not enrolled in a class)

Register means that you are officially enrolled in a specific session, if available

Request a class means that you express your interest in a course that doesn't currently have scheduled session

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My key functionalities

Search and self-assign a course

Find the right course for you needs

Search by Key Words

Use this search when you know the training topic that you want to take

Step 1 - Enter the course name or relevant keywords into the **“Search for Learning”** bar

You will have a screen with a list of training courses matching with your search

You will also see a drop-down menu where you can apply filters, such as “Learning Type”, “Delivery Method”, “Categories” and more to refine your results

Search via Library

Use this search when you don’t know which training you want to take

Step 1 - Click on **“Browse Library”** you will see all the training categorized as “Hospitality”, “Sodexo Essentials” etc.

Step 2 - Select the category that interests you, then choose a training course from the list



Note: In addition to the **“Search a course”** feature, you also have the option to **“Self-assign”** a course

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My key functionalities

Start or continue an online course

Begin a new course to build your skills

Start an online course

In section, "Required Learning", you can see all the courses you are required to complete

Step 1 - To start a course, click on "Start Course"

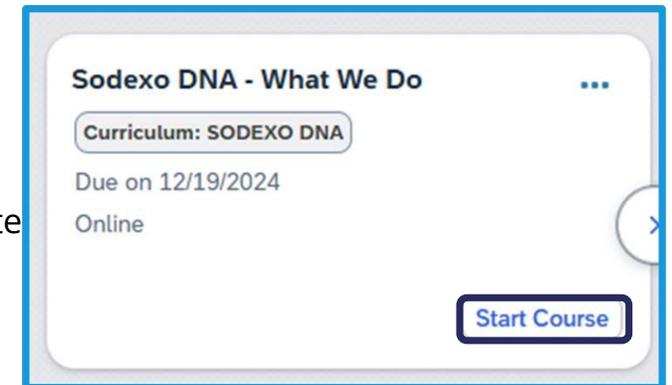
Step 2 - Then, click on "Launch Content"

Continue an online course

CASE 1: If the courses are part of "Required Learning" or "Important Learning,"

When you have already started a course but don't finish it and log out, the next time you will return to your homepage, you will find the unfinished courses in their designated sections, to continue the class:

Step 1 - Click on "Continue Course"



CASE 2: For courses that are not part of "Required Learning" or "Important Learning"

The "Bookmark" feature allows you to save your ongoing work and resume it later. Upon your next login, you will find the course in the "Bookmarks" section on your homepage. To continue the class:

Step 1 - Click on the class you wish

A new screen will appear

Step 2 - Click on "Continue Course"

Reference Guide – Learners

My key fonctionnalités

Start an ILT course (request/register)

Begin a new course to build your skills

On your homepage, you can have courses ITL (instructor-Led training) which combine instructor-led sessions with online content.

Step 1 – Click on the course you wish to take. A new screen will appear

Step 2 – Click on the tab **“Course Details”**

CASE 1: Sessions are already scheduled

Step 3 - A screen intitled **“Upcoming classes”** appear with scheduled class, click on it. A new screen will appear

Step 3 - On the top of the right of your screen, click on **“Register”** to enroll and assign yourself to this class

A new screen will appear saying that you’re registered

CASE 2: No session are scheduled yet

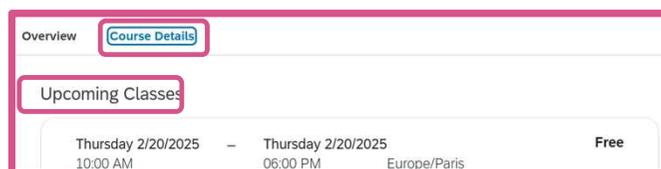
Step 3 – Click on **“Request a class”**

A new screen will appear

Step 4 – Fill in the fields and then click on **“Submit”**

A temporary confirmation message will appear, stating **“Request submitted”**

Note: By returning to your homepage, you will find your course with a mention **“Approval required”**



Note: By returning to your homepage, you will find your course and you will see that you are **“Registered”**. You can now start the course by clicking on **“Start a course”**

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My key fonctionnalités

Request a class

Ask to enroll in a class you are interested in. Whenever you take a class, it is always taught by an instructor.

Step 1 – Search a training by **“Keywords”** or **“Library”** (See - Slide 10)

Step 2 – Click on your training and view the “course details”

CASE 1: The course you want to register don't need a request (online training)

Step 3 - At the top right of your screen, you have different buttons, click on **“Start Course”**

CASE 2: The course you want to register need a request approval (class with instructor Led)

Step 3 - At the top right of your screen, you will have different buttons, click on **“Request a Class”**

Step 4 – Fill in the following fields **“Need By Date”**, **“Preferred Region”**, **“Preferred Location”**

Step 5 – Click on **“Submit”**

A new screen will appear with the title of your course and different tabs

Step 6 – Select **“View My Class Request”**

A new screen will appear, allowing you to choose between clicking **“Remove”** or **“Cancel”** based on your desired action.

The screenshot shows a web form titled "Request a Class". At the top, there is a warning message: "You can only submit a request once. You cannot edit the request after you submit it." Below this, there are three main input fields: "Need By Date:" with a date input field showing "M/d/yyyy" and a calendar icon; "Preferred Region:" with a dropdown menu showing "Select"; and "Preferred Location:" with a dropdown menu showing "Select". Below these fields is a "Comments:" section with a large text area and a "2000 characters remaining" indicator. At the bottom right, there are two buttons: "Submit" and "Cancel".

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My key fonctionnalités

Recommend a training to your colleague(s)*

Allows you to suggest relevant training courses to your colleagues

*This example is to recommend an online course, but it applies for all trainings

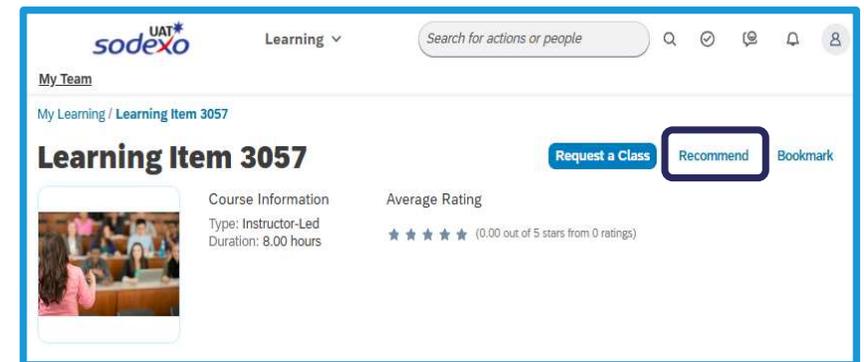
Step 1 - Select the training you want to recommend (via the library, the search bar, or, if it's a training that you have already completed, you can find it directly in the different sections in your homepage). A new screen will appear

Step 2 - On the training page, you will see different buttons including **“Recommend”**, click on it. A new screen will appear, **“Recommend to Others”**

Step 3 - Enter a name in the **“Search bar”** and select the person(s) you want to recommend this class to

Step 4 - Select the person(s)

Step 5 - Click on **“Recommend”**



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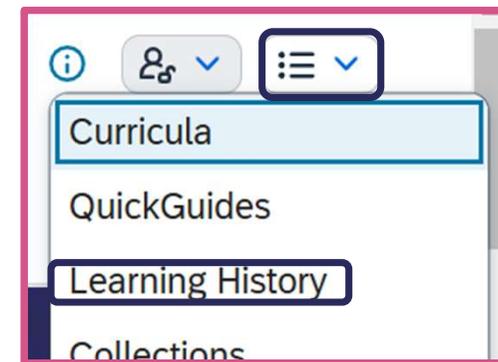
My key fonctionnalités

View learning history

Review the trainings you have completed

Step 1 - Click on the button with a dropdown list located at the top right of your screen. A drop-down list will appear (screenshot below)

Step 2 - Click on **“Learning History”**. A new screen will appear with all the trainings you have completed

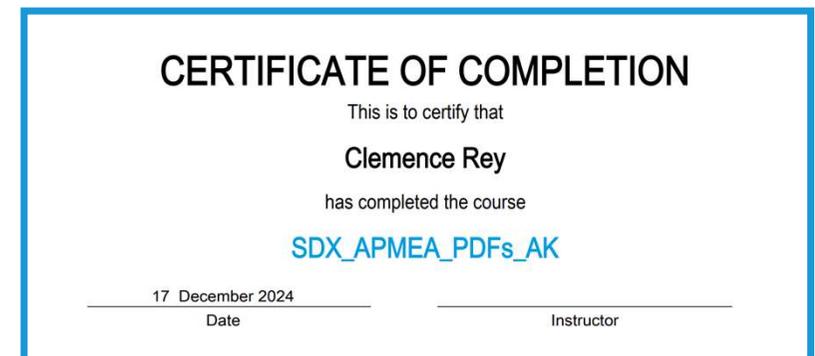


Print certificate

Download and print certificates for completed courses as proof of your training

Step 1 – Select the course for which you want to view and print the certificate

Step 2 - Click on the print icon. A new screen will appear (below)



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My key functionalities

Accept or decline a recommendation

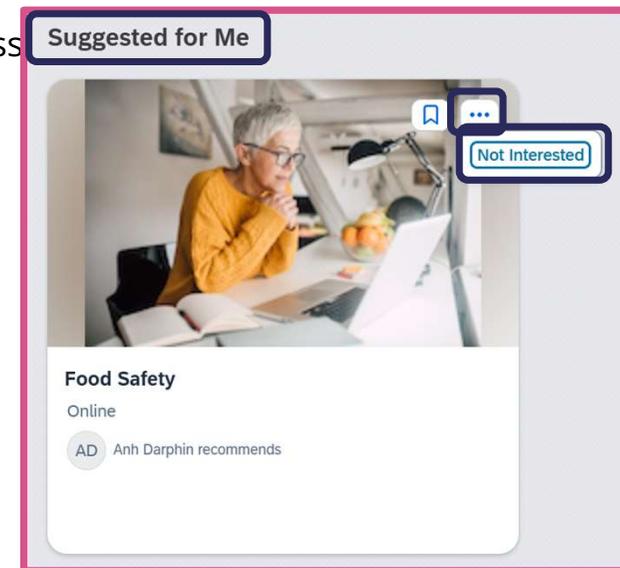
Withdraw from a suggested course you no longer wish to complete

!/ Please note that this feature is only available for courses that you have self-selected or have been suggested to you

Step 1 – Go to the **“Suggested for Me”** section on your homepage

Step 2 – From the course you want to withdraw, click on the ellipsis button on the left of your screen. A new windows will appear (screenshot below)

Step 3 – Click on **“Not Interested”**. A new windows will appear with the next mess



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Learning at Sodexo – My key functionalities

Complete surveys and assessments

Provide your feedback or complete evaluations when requested

Note: If surveys or assessments are included as part of the course, they must be completed, regardless of whether the course is recently finished or ongoing

Step 1 – If you have the option to see the following buttons, click on **“Complete Survey”** or **“Complete Assessment”**, otherwise, you should have a link or notification that will direct you to the survey or assessment to complete.

Step 2 – After answering the evaluation, click on **“Submit”** or **“Finish”** to confirm your submission

Step 3 – A notification will be sent to confirm that you have successfully completed your evaluation

Congratulations!

You now have all the necessary steps to effectively navigate and use **My Learning in Access**

By following this guide, you can stay on top of your learning, track your progress and develop your skills.

If you have any questions or need further support, don't hesitate to contact your L&D administrator

Keep exploring and growing!