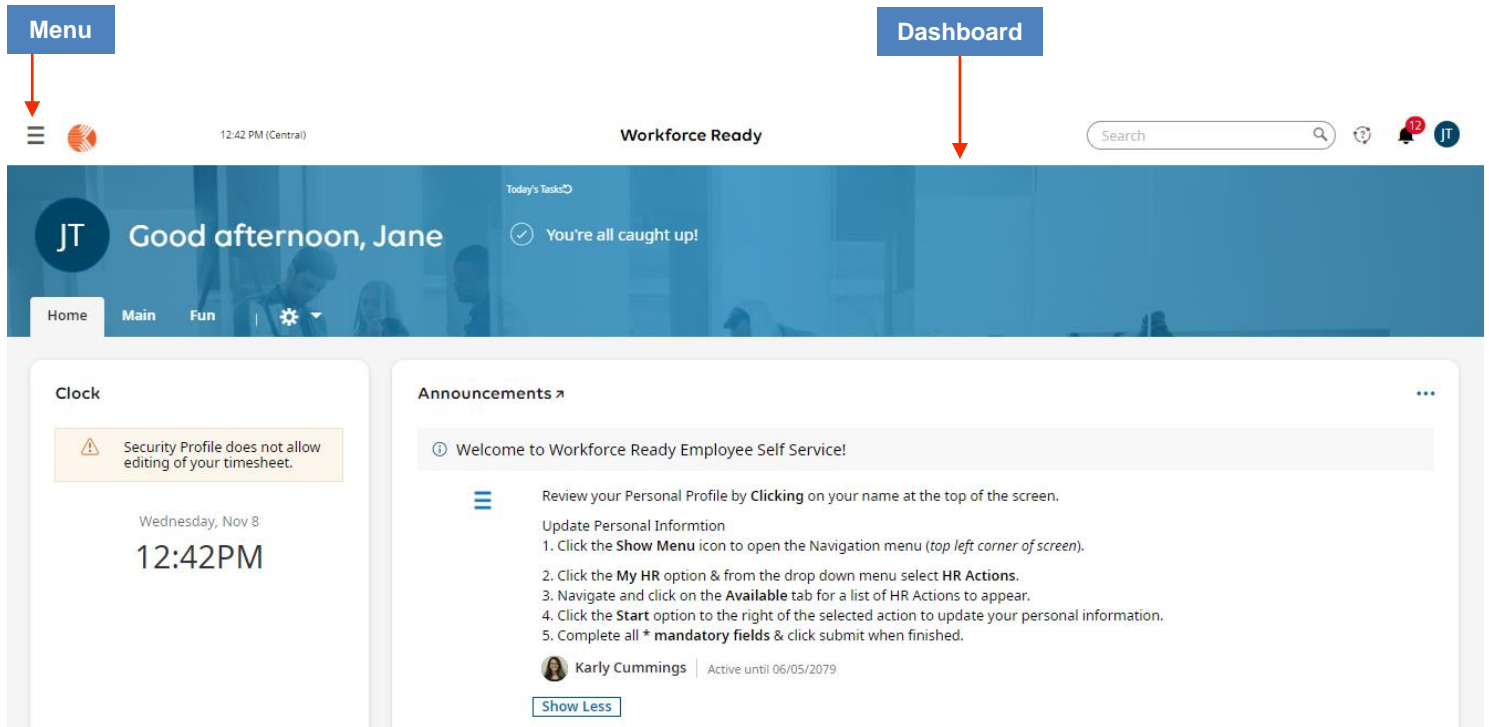# DESKTOP – NAVIGATING WORKFORCE READY

Objective	To learn how to navigate the Dashboard & menu features of Workforce Ready

Menu

Dashboard

Good afternoon, Jane

Today's Tasks ↻   ⊘ You're all caught up!

Home | Main | Fun | ⚙ ▾

Clock

⚠ Security Profile does not allow editing of your timesheet.

Wednesday, Nov 8

12:42PM

Announcements ↗   ⋯

ⓘ Welcome to Workforce Ready Employee Self Service!

Review your Personal Profile by **Clicking** on your name at the top of the screen.

Update Personal Informtion
1. Click the **Show Menu** icon to open the Navigation menu (*top left corner of screen*).

2. Click the **My HR** option & from the drop down menu select **HR Actions**.
3. Navigate and click on the **Available** tab for a list of HR Actions to appear.
4. Click the **Start** option to the right of the selected action to update your personal information.
5. Complete all * **mandatory fields** & click submit when finished.

👤 **Karly Cummings** | Active until 06/05/2079

[Show Less]

Menu Items ☰ *(top left corner of screen)*

1. **My Information** > **My Profile** > View Personal Information and Change Password
2. **My HR** > HR Actions > Update Personal Information
3. **My Career** > View Personal Training/Certifications
4. **My Company** > View/Download Organizational Documents > View Organizational Announcements
5. **Links** > Quick Links to MyCloud Training, Sun Life, OMERS, and EAP

Search 🔍 | 🏠 📌 ✕

My Info | **Team**

⭐ **Favorites**

Favorites ⚙

[1] My Information → My Profile
                    Change Password

[2] My HR → HR Actions

[3] My Career → Training/Certifications

[4] My Company → Documents
                     Announcements

My Reports

Help

[5] Links → Oxford County - MyCloud Training
                Sunlife
                OMERS
                Employee and Family Assistance Program