

USER GUIDE

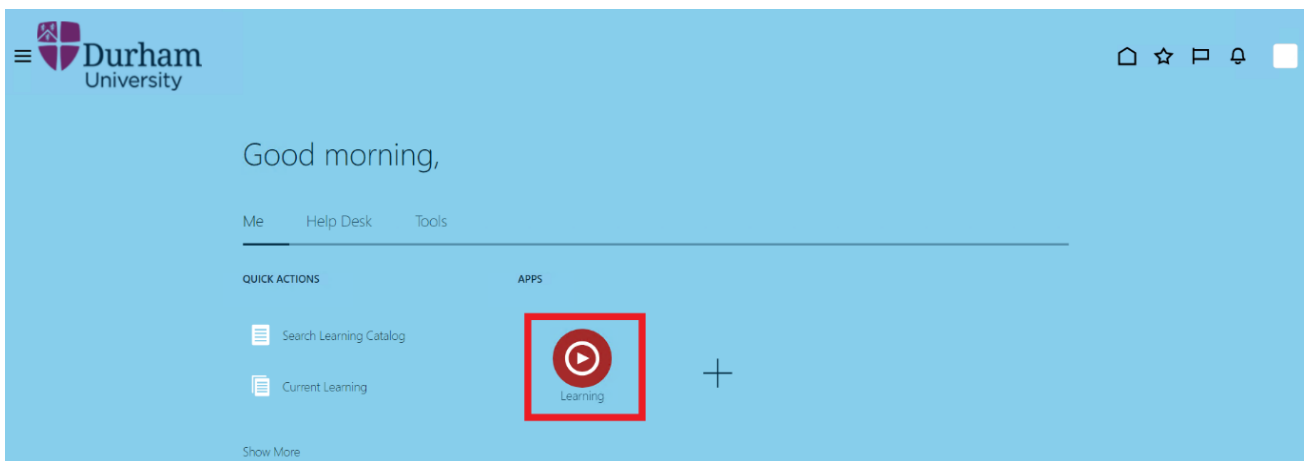
How to Access Consent Matters on Oracle Learning



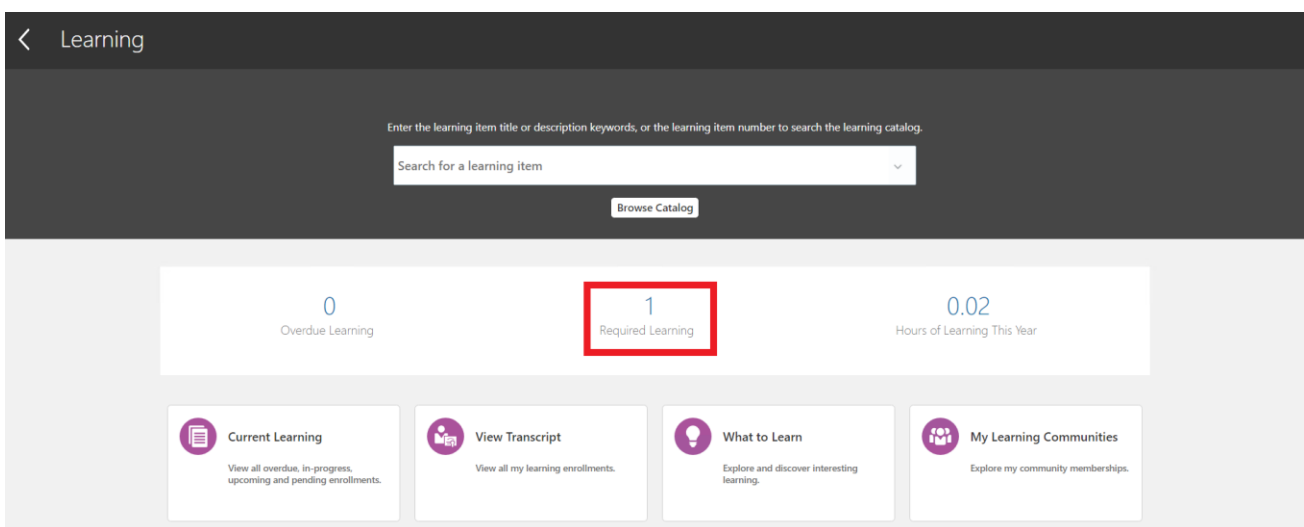
1. Sign into Oracle using the link below:

<https://ehjb.fa.em2.oraclecloud.com/homePage/faces/FuseWelcome>. (Please note you may have to use [multifactor authentication](#) when logging in).

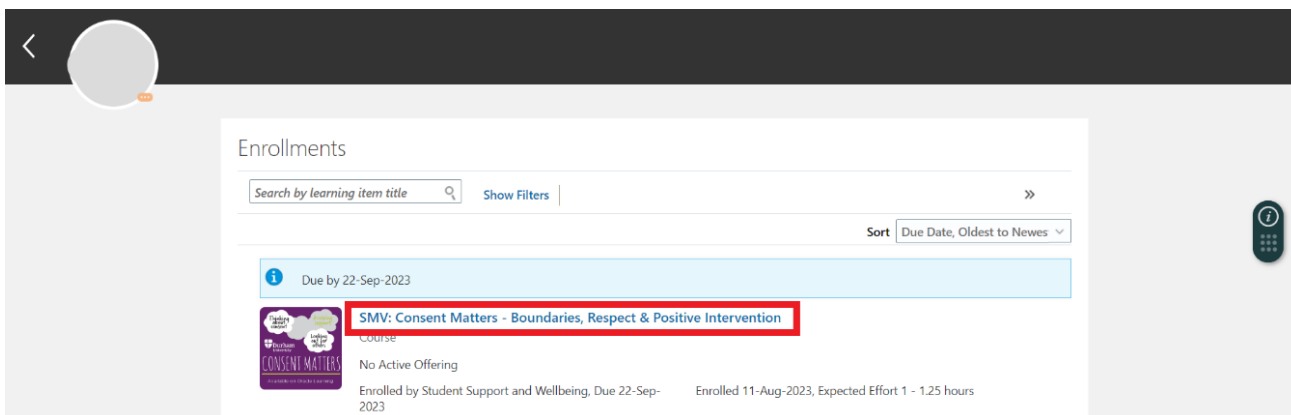
2. Click on the 'Learning' application.



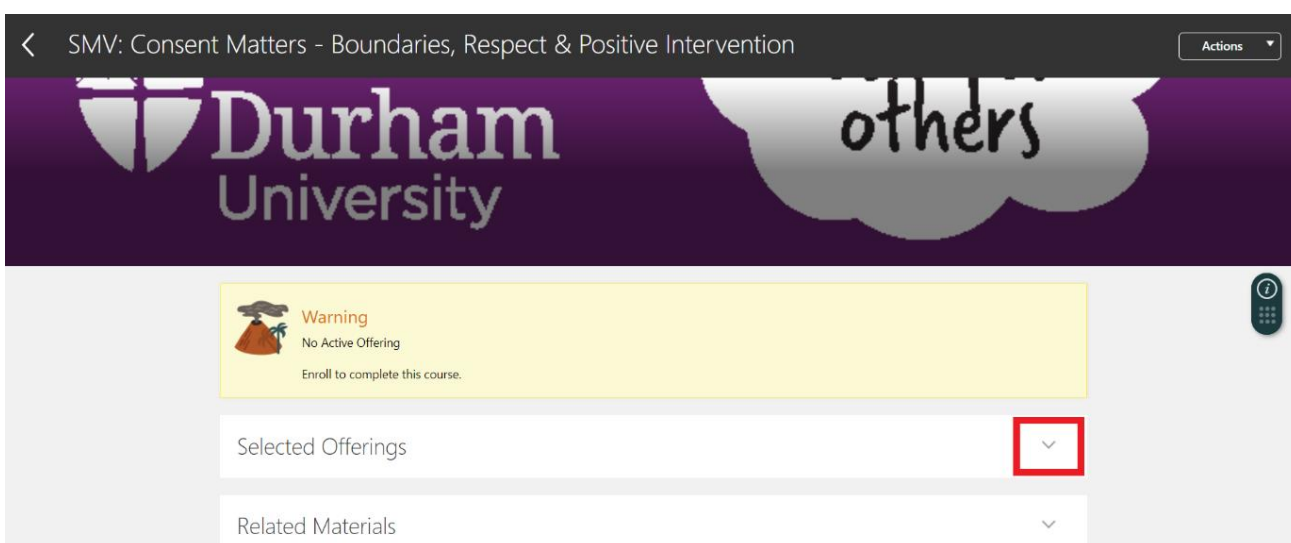
3. Click on your Required Learning count.



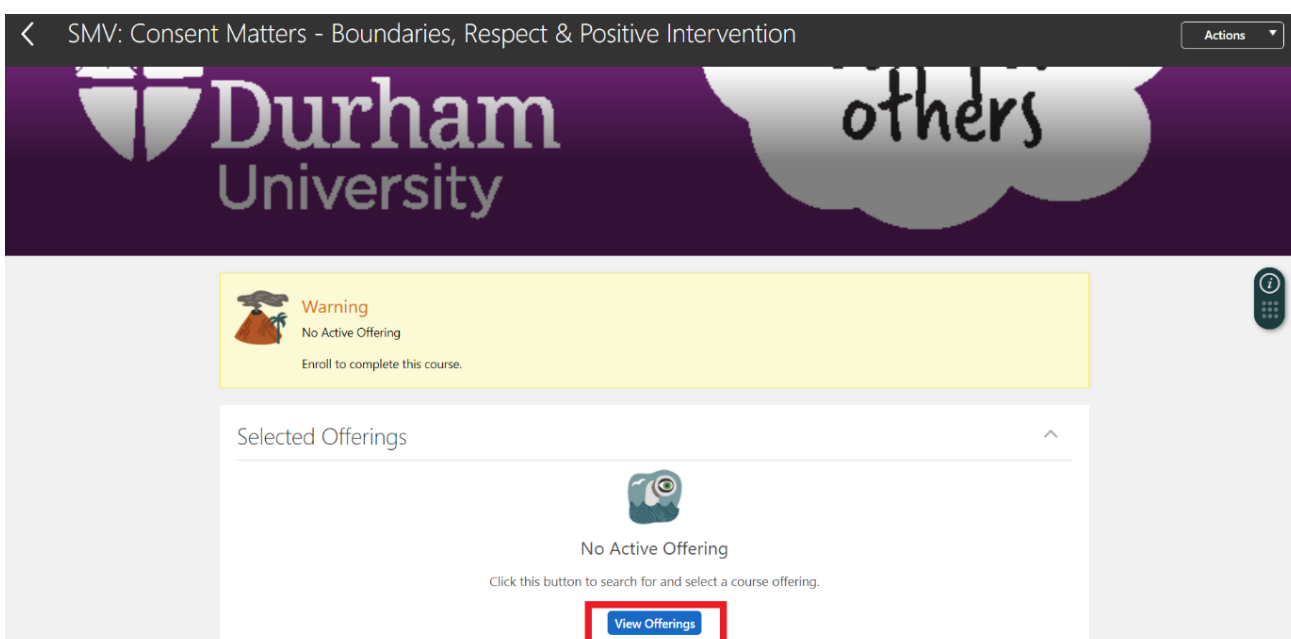
4. Click on the course title.



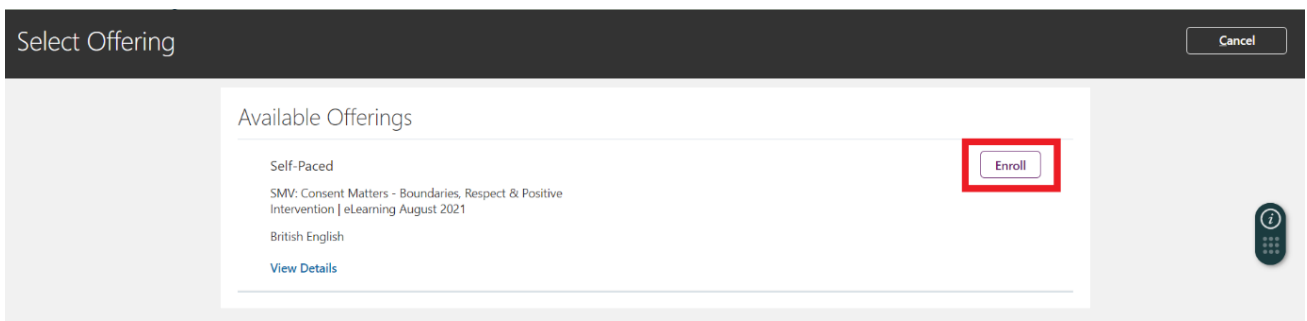
5. Click the downwards pointing arrow in the selected offerings area to open the section.



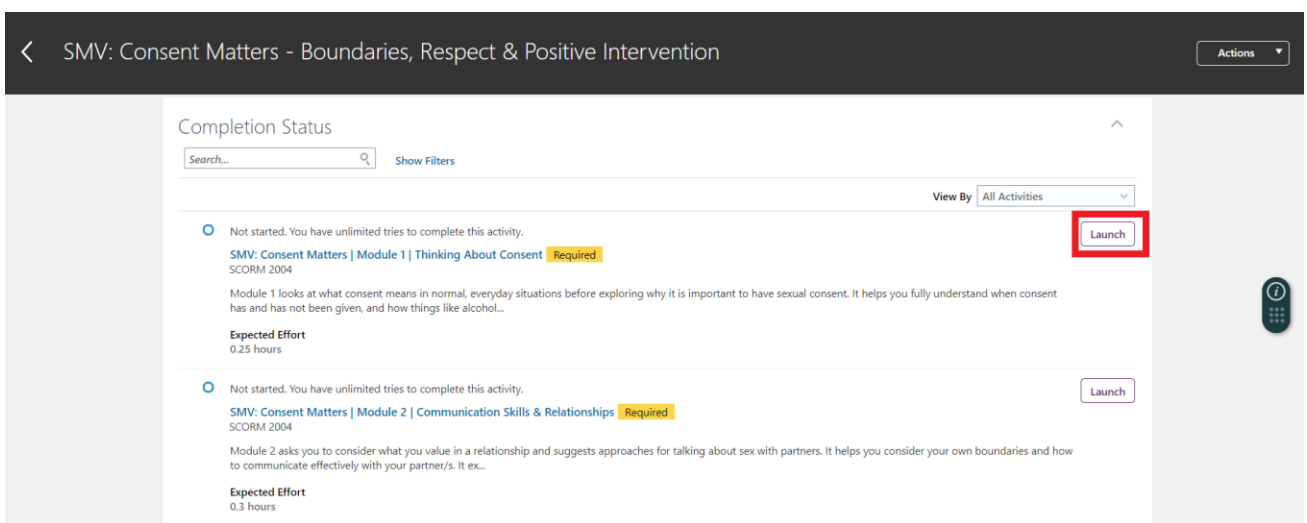
6. Click the 'view offerings' button.



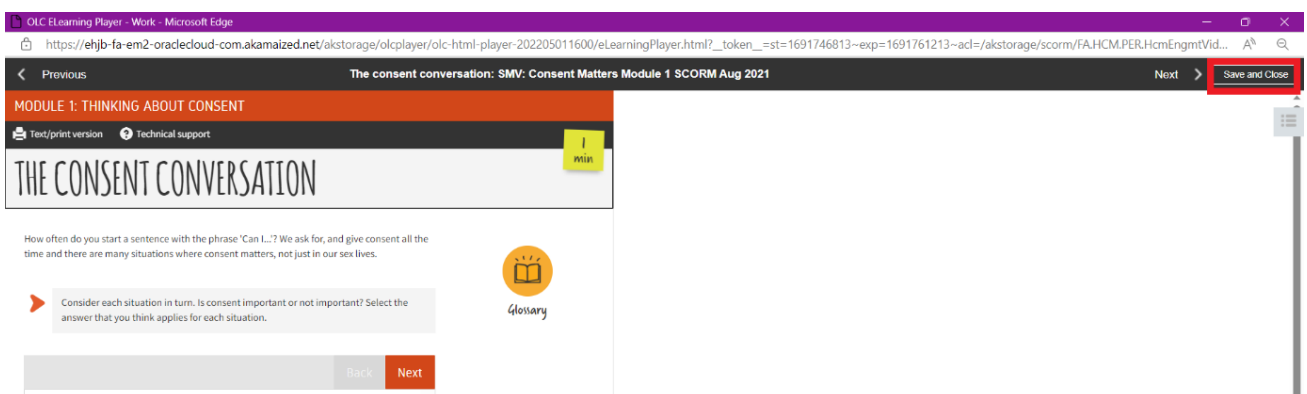
7. Click Enroll on the available offering.



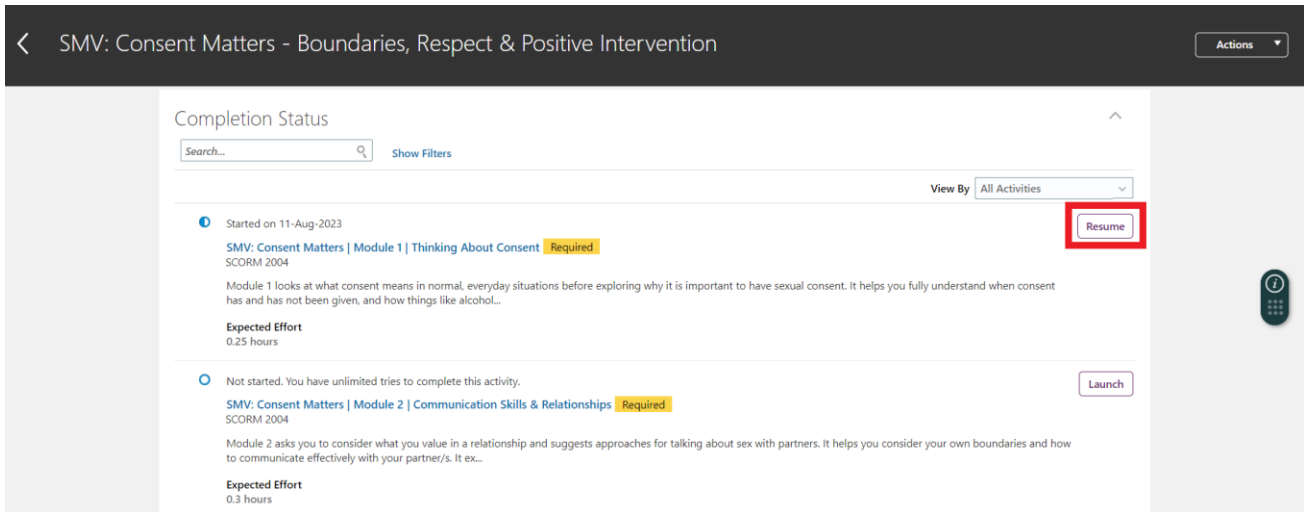
8. Scroll down to the 'completion status' section. There are 4 separate eLearning packages to complete. Please complete these in order. To open an eLearning package click the 'Launch' button.



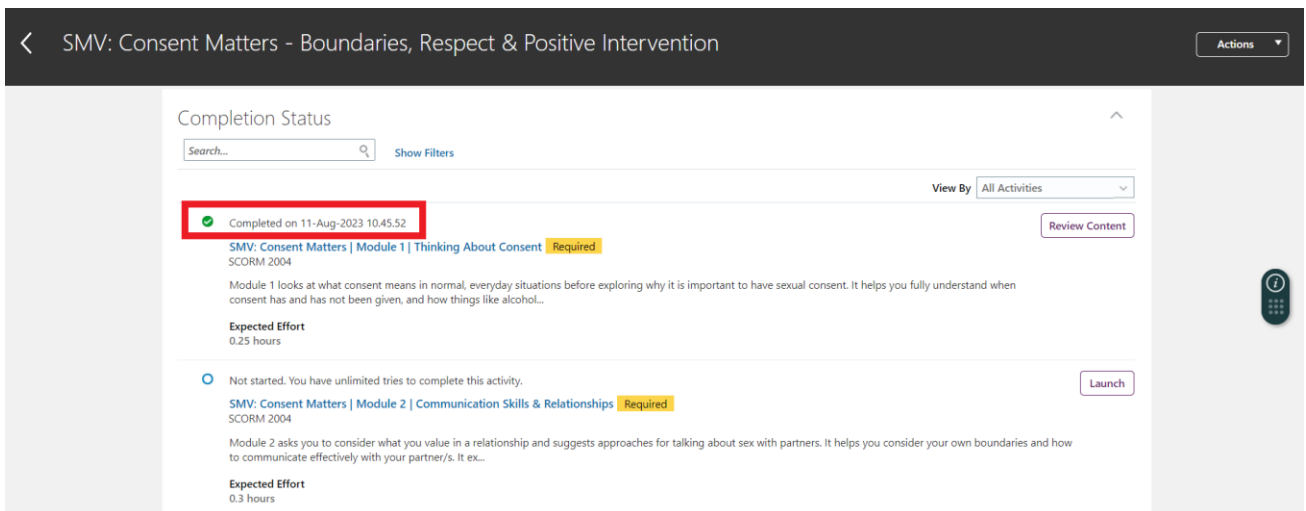
9. You can save and close whenever you like. Click the 'Save & Close' button whenever you leave the eLearning package.



10. If you save & close before completing the eLearning, a resume button will appear in the 'completion status' section. Click resume to re-enter the eLearning package. You will resume where you left off.



11. If you save & close at the end of the eLearning package, you will be marked as complete for that module.



12. Once you have been marked as complete for all four modules, you will have completed the course.

