



Swadhyaya User Playbook

Introduction to Swadhyaya



Swadhyaya refers to “Self learning”, which reflects the spirit of the e-learning initiative at IndianOil. The aim is to enable our employees to take charge of their self development. Through this platform, you will gain access to content relevant to your job and your personal learning interests. View courses from across divisions – BD, Corporate, Marketing, Pipelines , Refineries and R&D – anytime you wish, from anywhere you are, through the Swadhyaya e-learning platform.

With hundreds of hours of content expected to be created between now and 2020, we hope that you will take this opportunity to quench your thirst for knowledge. These courses have been specially designed by in-house experts at our organization, so you can be guaranteed that they will enhance your performance on the job as well.

Through Swadhyaya, current and future generations of our workforce can stay up-to-date with trends in the industry and their own divisions, giving them a competitive advantage in a constantly evolving industry.

About this playbook

Swadhyaya is hosted on the SumTotal platform. This playbook will help you navigate through the different features of Swadhyaya.

For learners: Learn how to log in, explore your dashboard, launch a course, and manage your learning.

For managers: If you have direct reportees, their learning profiles will be visible to you. Learn how to view their profiles, assign courses to them, and manage your tasks and notifications.



Hi! I am Manoj and I am your learning companion. Curious to know what Swadhyaya is all about? I can't wait to share it with you - Let's get started!

First, let's go over some basics. Familiarize yourself with some of the navigation tools available to you in this playbook.

The navigation panel on the top contains clickable icons. Use them to move around the playbook.



Click to move forward,
to the next page



Click to move back,
to the previous page

Learner Playbook



Swadhyaya's features for learners

Swadhyaya is not just a library of courses – it helps you manage your learning. Once you log in, you will access the Home Page. This will be your anchor through your learning journey, and the starting point for exploring all the features and functionalities of the platform. From here, you can search for courses of your interest, take courses as many times as you want, bookmark your favorite ones, keep track of your learning history and plan for future learning.

Wow, that's a lot of information, isn't it? I always get excited when I have to talk about Swadhyaya!

Let's take it one step at a time. We'll start by learning how to log in. Click on "Logging in" below.

Contents in this section

Click on each to go through them in detail.

Learner Playbook

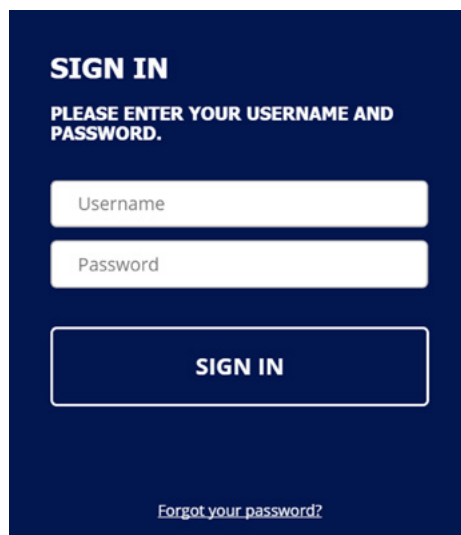


Logging In

Which of these describes you the best? Select your response from these options:

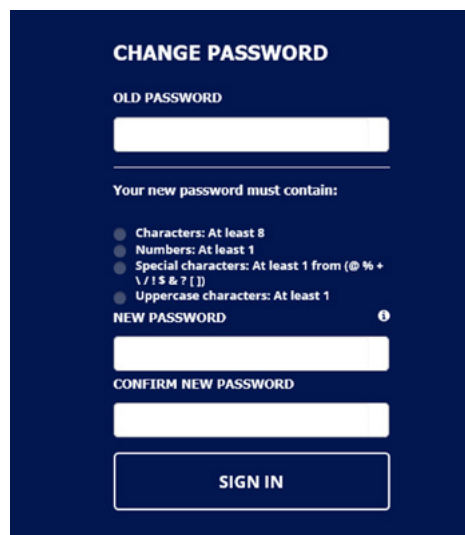
Learner Playbook

Logging In: New users (browser)



The screenshot shows a dark blue background with the text "SIGN IN" at the top. Below it, it says "PLEASE ENTER YOUR USERNAME AND PASSWORD." There are two white input fields: "Username" and "Password". A large white "SIGN IN" button is centered below the fields. At the bottom, there is a link that says "Forgot your password?"

Log-in screen: First time login



The screenshot shows a dark blue background with the text "CHANGE PASSWORD" at the top. Below it, it says "OLD PASSWORD" followed by a white input field. Underneath, it says "Your new password must contain:" followed by four bullet points: "Characters: At least 8", "Numbers: At least 1", "Special characters: At least 1 from (@ % + \ / ! \$ & ? [])", and "Uppercase characters: At least 1". Below these is a "NEW PASSWORD" label and a white input field. Underneath that is a "CONFIRM NEW PASSWORD" label and another white input field. A large white "SIGN IN" button is centered at the bottom.

Changing your password

Technical Specifications

Compatible browsers:

- Google Chrome 71 (preferred)
- Microsoft Internet Explorer 11*
- Microsoft Edge 4.4x*
- Mozilla Firefox 66
- Apple Safari 12.X

Operating systems supported:

- Microsoft Windows 10, Windows 8.1, Windows 8, Windows 7 SP
- Apple MacOS 10.10, 10.11, 10.12, 10.13

* Internet Explorer or Edge in Compatibility Mode are not supported

A new user, huh? Welcome on-board the learning train! Here's how you can set up your account:

You can log in on your laptop or desktop browser.

1. Open your browser and enter this address:
<https://indianoilswadhyaya.sumtotal.host>
2. Click on this link and you will be redirected to the sign-in page.
3. Enter your credentials:

Username: Your 8-digit employee ID (prefix zeros if required)

Password: The default password is Welcome@123

4. After a successful initial login, you will be prompted to change your password in line with the platform's guidelines (See figure). Enter a new password, and then type it once again to confirm
5. Once done, click "**Sign in**" and you will be ready to go!
6. Don't forget to save the address as a "favorite" on your browser, so that you can access it easily later!

Learner Playbook



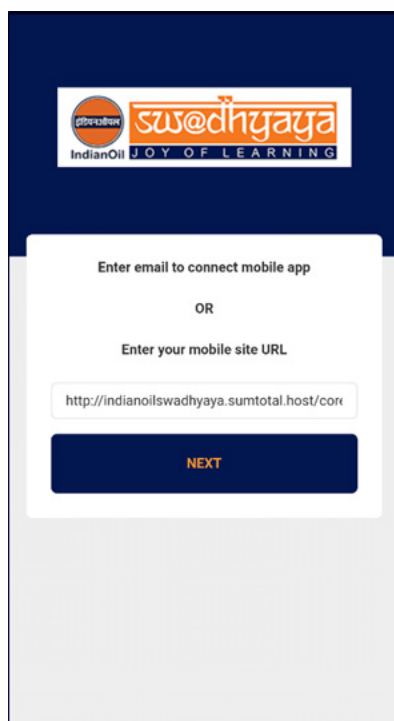
Logging In: New users (browser)

Now that you know how to log in, take a minute to set up your account. Don't worry, I'll wait. When you're done, click the button below.

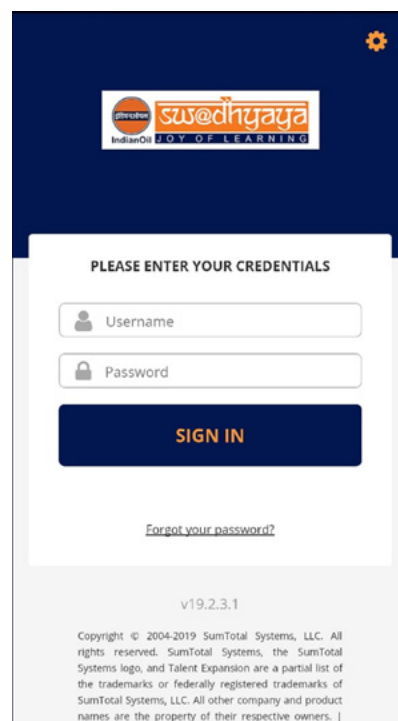


Learner Playbook

Logging In: New users (mobile)



Screen to enter Mobile Site URL



Log-in screen to enter credentials

Technical Specifications

Swadhyaya mobile app is supported on the following platforms:

- iOS 11.x or later (iphone and/or iPad)
- Android 7.x, 8.x and 9.x
- The SumTotal Mobile app icon looks like this:



Looks like you're someone who is interested in learning on the go. I am too! You can log in from any smartphone (Android or iOS).

1. Download the "SumTotal Mobile" app from the App Store (iOS) or Play Store (Android).
2. Launch the app and enter this address: <https://indianoilswadhyaya.sumtotal.host>
3. You will be directed to the Swadhyaya sign-in page:
 - *If you have never logged into Swadhyaya before, either on the browser or on your phone, enter your username as your 8-digit employee ID (prefix zeros if required). Your default password is: Welcome@123. Once you login, you will be prompted to change your password. Follow the platform guidelines, change your password and click "Next"*
 - *If you have already logged in via a browser, but this is your first time logging in on your phone, enter your username and the password you had set, and click "Next"*
4. You will be redirected to "**Set Offline Pin**" (this feature is used for offline access i.e. when you have no internet). Set a four-digit pin of your choice and click "**Done**". You will be redirected to your Home Page.



TIP

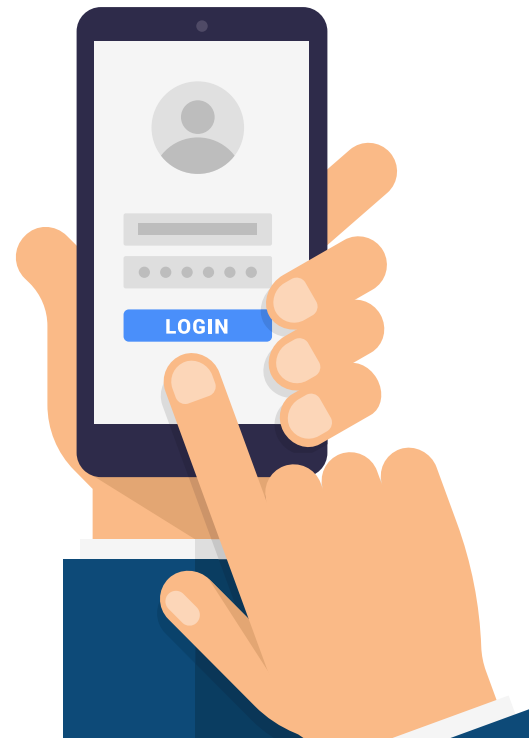
For the best user experience, use Wifi while browsing Swadhyaya

Learner Playbook



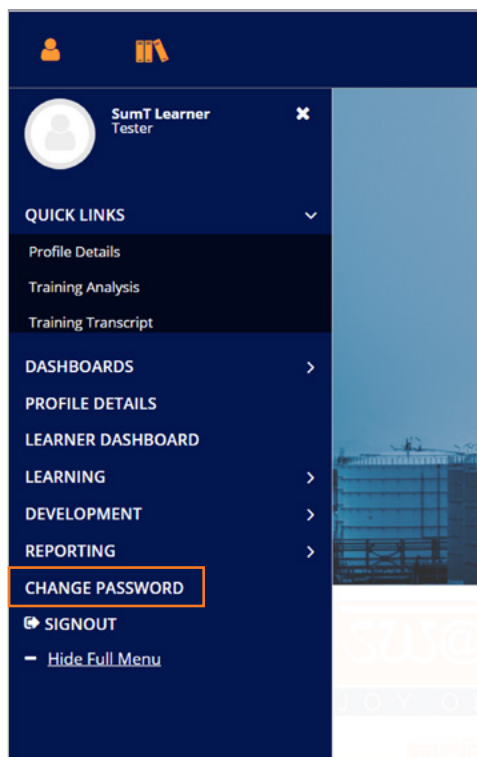
Logging In: New users (mobile)

Now that you know how to log in, set up your account on your phone to learn on the go. Click the button below once done.



Learner Playbook

Logging in: Changing a password




Self Menu with the drop down option for "Change Password"

A screenshot of the 'CHANGE PASSWORD' form. The form has a title 'CHANGE PASSWORD' and a breadcrumb 'Change Password'. It contains three input fields: 'Old Password', 'New Password', and 'Retype New Password'. Below the 'New Password' field, there are four password requirements: 'Characters: At least 8', 'Numbers: At least 1', 'Special characters: At least 1 from (@%+\\!\$&?[])', and 'Uppercase characters: At least 1'. At the bottom, there are two buttons: 'CHANGE PASSWORD' and 'CANCEL'.

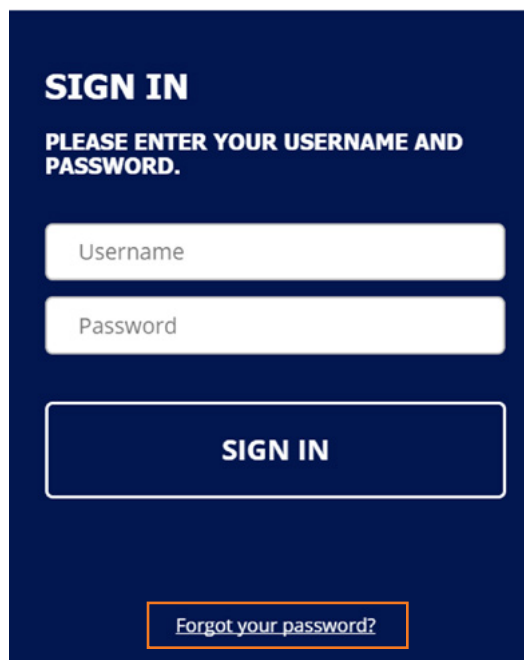
Changing the password

Want to tighten up your cybersecurity and change your password? Let me help:

1. Sign into the platform on your browser as you always do. You will see the Home Page
2. Click on the **"Self"**  icon on the top-left corner, to open the Self Menu
3. Scroll through the options and select **"Change Password"**
4. First, enter your old password
5. Next enter a new password that meets the password requirement guidelines
6. Click on **"Change Password"** to save the changes

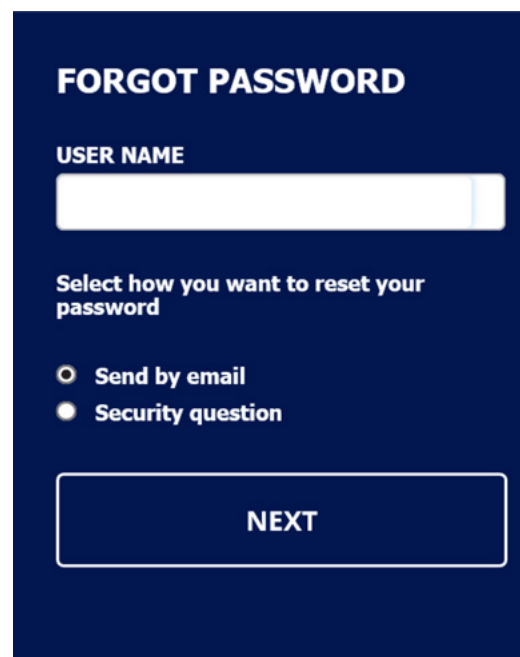
Learner Playbook

Logging In: Forgot password



The screenshot shows a dark blue login page. At the top, it says "SIGN IN" in white. Below that, it says "PLEASE ENTER YOUR USERNAME AND PASSWORD." There are two white input fields: "Username" and "Password". Below the fields is a white "SIGN IN" button. At the bottom, there is a white button labeled "Forgot your password?" which is highlighted with an orange border.

Log-in page (with the option "Forgot your password?")



The screenshot shows a dark blue "FORGOT PASSWORD" page. It has a "USER NAME" input field. Below it, it says "Select how you want to reset your password" with two radio button options: "Send by email" (selected) and "Security question". At the bottom is a white "NEXT" button.

Forgot Password page

Forgot your password? Don't worry, we have all been there before. Here's how to recover it:

1. On the login page, click on "**Forgot Password**"
2. Enter your username and select "**Send by email**". Click "**Next**"
3. Enter your IndianOil email address and click on "**Send**". You will receive a link to reset your password on your IndianOil mail
4. Click on the **link**. Enter a new password of your choice, while following the password requirement guidelines
5. Confirm the new password by clicking "**Change password**". You can now log-in as before!

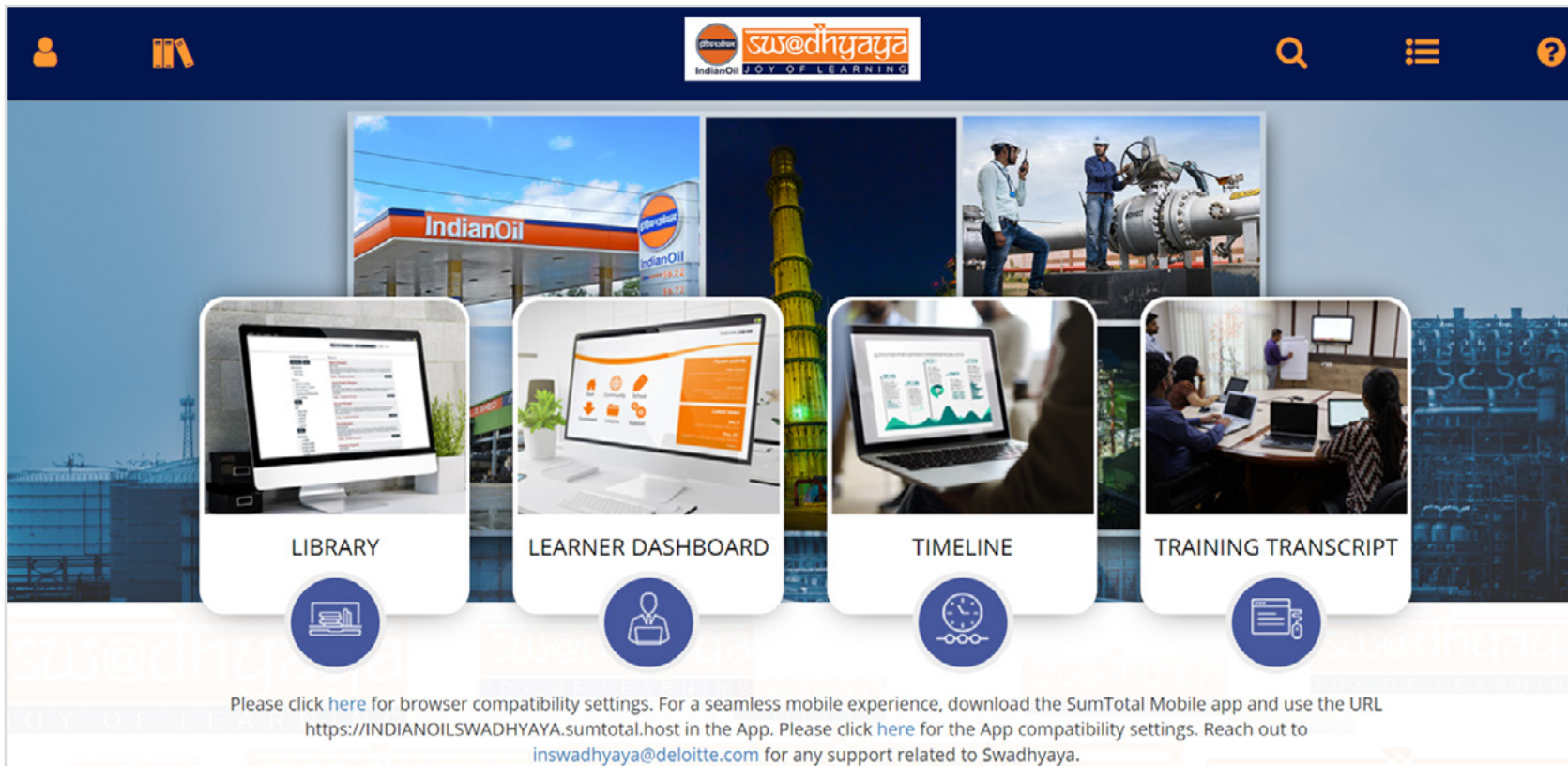
Note: If you don't have an IndianOil email ID, write to inswadhya@deloitte.com for help with resetting your password.

Learner Playbook

Browser Home Page

Now that we've logged into our account, let's start exploring Swadhyaya!

This is what your **Home Page** looks like. Let's go through it section by section.



The screenshot displays the Swadhyaya Learner Home Page. At the top, there is a dark blue navigation bar with icons for user profile, library, the Swadhyaya logo (IndianOil JOY OF LEARNING), search, menu, and help. Below the navigation bar is a large banner image featuring an IndianOil gas station, an industrial tower, and workers. In the foreground, four white rounded rectangular cards are arranged horizontally, each with a blue circular icon and a label: 'LIBRARY' (book icon), 'LEARNER DASHBOARD' (person at computer icon), 'TIMELINE' (clock icon), and 'TRAINING TRANSCRIPT' (document icon). At the bottom of the page, there is a footer with text: 'Please click [here](#) for browser compatibility settings. For a seamless mobile experience, download the SumTotal Mobile app and use the URL <https://INDIANOILSWADHYAYA.sumtotal.host> in the App. Please click [here](#) for the App compatibility settings. Reach out to inswadhyaya@deloitte.com for any support related to Swadhyaya.'



Learner Playbook

Browser Home page - Banner

We'll start at the very top. Here are the key **icons** in the Banner:

The **"Self"** icon is where you will find everything related to your learning, and needed to manage your learner profile



This is your **"Library"**, where you can easily search for courses across divisions



The Swadhyaya logo is your **"Home"** button. Use it to return to the Home Page from wherever you are.



The **"Search"** option on the banner allows you to search for any course, learner, navigation (search for menu item and pages within Swadhyaya) in the system.



If at any point you need help using the platform, The **"Help"** icon takes you to a detailed guide which provides customized support based on what you are currently browsing



The **"Timeline"** gives you a view of all the courses in your calendar – the total number of courses as well as the assigned and pending courses. This also shows the notifications for past due courses and pending course evaluations.



Note: This Banner remains the same irrespective of what you are browsing on Swadhyaya

Learner Playbook

Browser Home Page – Shortcut tiles

...and now move to the bottom of the screen. Here are the key **shortcut tiles**:

The **“Learner Dashboard”** is where you can track and manage your “courses”

The **“Training Transcript”** gives you a report of the completion status of all your courses, and quick access to certificates



This is your **“Library”**, where you can easily search for courses across divisions. This has the same functionality as the Library icon seen in the Banner.

The **“Timeline”** gives you a view of all the courses in your calendar – the total number of courses as well as the assigned and pending courses. This has the same functionality as the Timeline icon seen in the Banner

Now that you understand your Home Page, Let’s visit the Library to start finding courses. Click the button below.

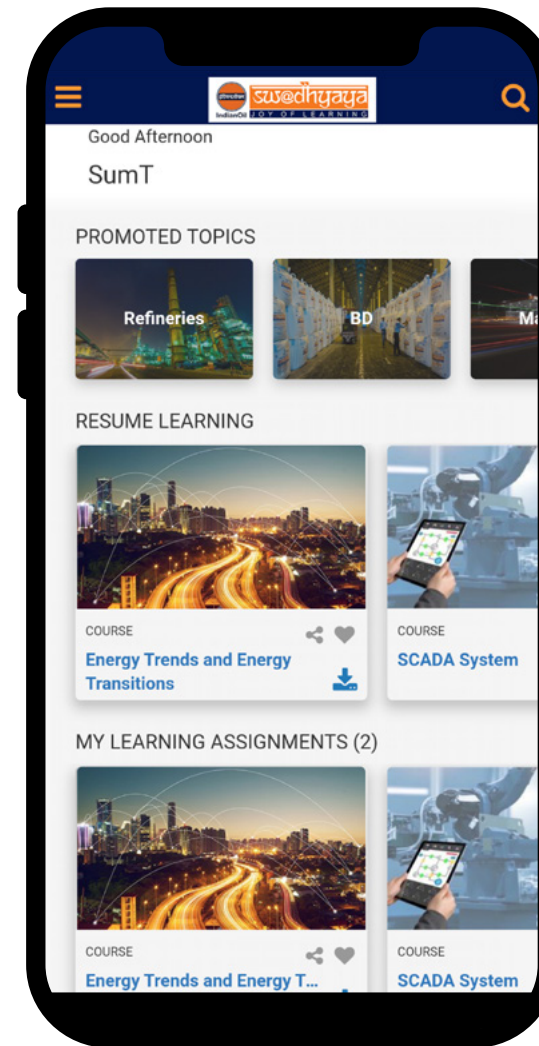
Using your phone? [Click here](#) to understand the mobile home page first.

Learner Playbook

Mobile Home Page

We've logged in to our mobile account, now let's start exploring Swadhyaya on the go!

This is what your Home Page looks like. Let's go through it section by section.





Learner Playbook

Mobile Home Page

The **“Menu”** icon on the banner is where you will find everything related to your learning, and needed to manage your learner profile. You can click on this icon to browse your courses (current, assigned), evaluations and training transcripts

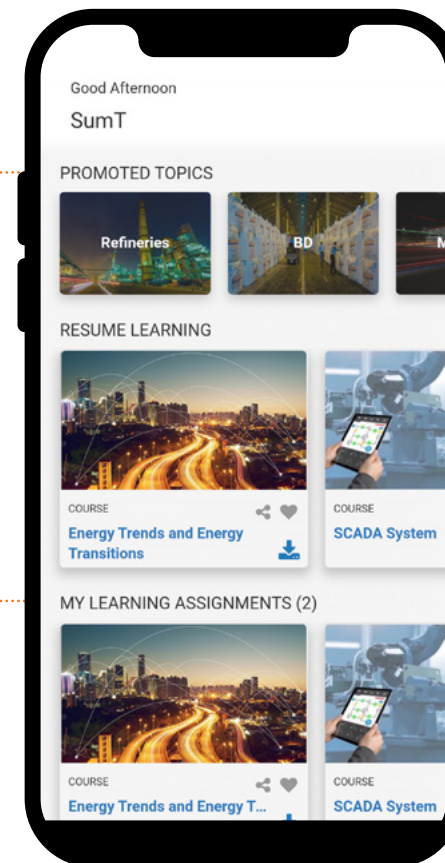


The **“Search”** on the banner allows you to search for any course or learner in the system.

These are your **“Promoted Topics”**, containing a library of courses from across divisions. Swipe to view all the divisions

In **“My Learning Assignments”**, you can view courses as Current (in progress), and Assigned (assigned to you by your manager or by the L&D team). When you log for the first time, there will be no assigned learning. As you start using Swadhyaya, courses you take and which your Manager assigns to you will show up here.

This is your profile where your username and a welcome message is displayed



If you launched a course but had to leave it mid-way, the **“Resume Learning”** tab enables you to resume the course from where you had left off.

Note: The information on your mobile is constantly synced with the browser

Learner Playbook



Searching for a course

On Swadhyaya, there are two ways to search for a course.

- **Library (browser) or Promoted Topics (mobile)** : This is used as a local search option, i.e. , when you want to search for courses within a particular division
- **Search icon on banner** : This is used when you want to conduct a universal search across all the divisions

Before we look at these in detail, here are some **tips to improve your search results**:

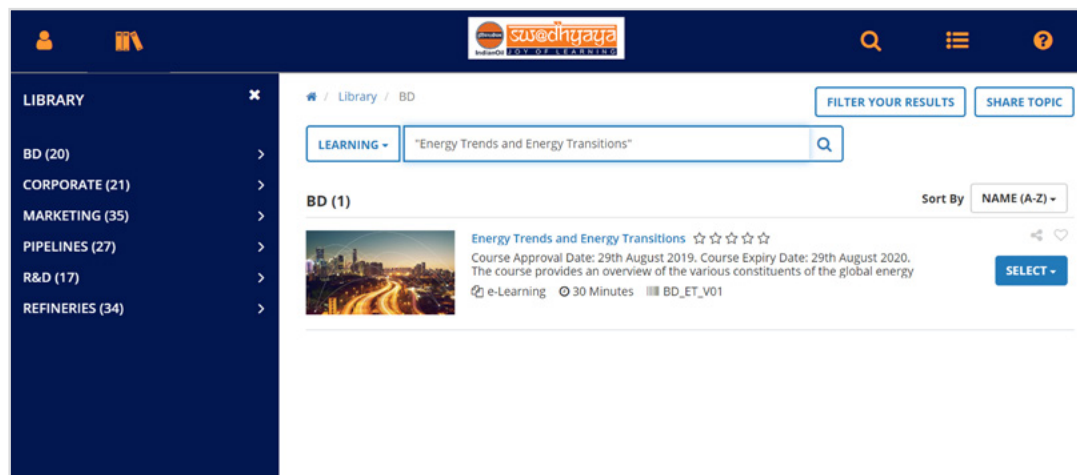


TIP

- Enter the name of the course in quotes ("") to obtain exact results
- Search using keywords to find courses related to the topic of interest
- Note: Typing "*" in the search pane lists all the courses in Swadhyaya


Learner Playbook

Searching for a course using Library (browser)



Searching for the course "Energy Trends and Energy Transitions"

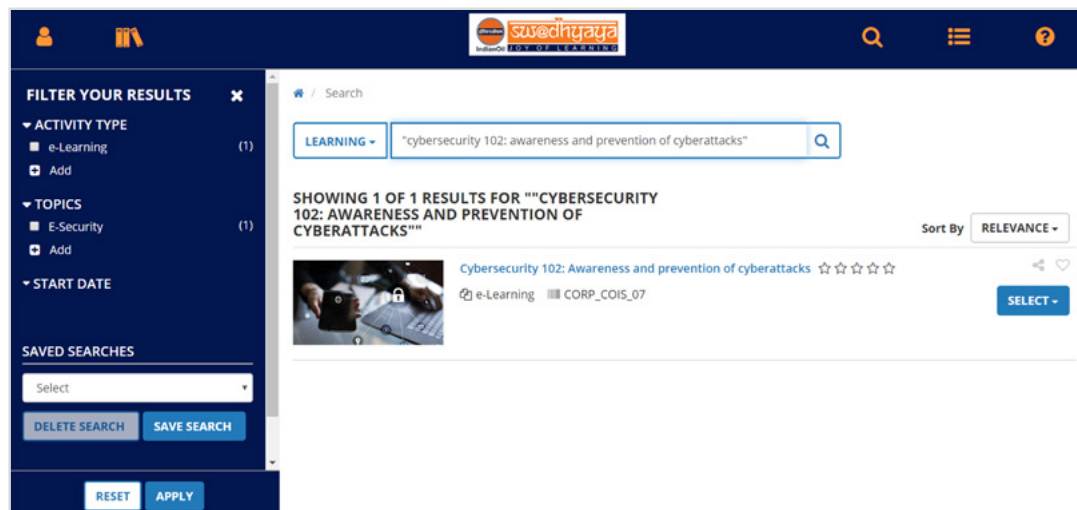
Want to locate a particular course from a specific division?

1. Navigate to the **Library** (Click on the **Library** icon in the Banner or the Library shortcut tile on the Home Page)
2. When the **Library**  pane opens on the left, select the division of interest.
3. If you know the name of your course, or any key words, enter this in the search bar. Press **Enter** on your keyboard, or click on the **Search** icon
4. you can also search by technical topics. Click on the downward arrow next to the division to expand a list of available topics. Then, select the topic of your choice and search for courses within this, using Step 3.
5. You will obtain search results which can be sorted and filtered.

Note: Currently, only those topics which have at least one course mapped to them are displayed in the library.


Learner Playbook

Searching for a course using the Search icon on banner (on browser)



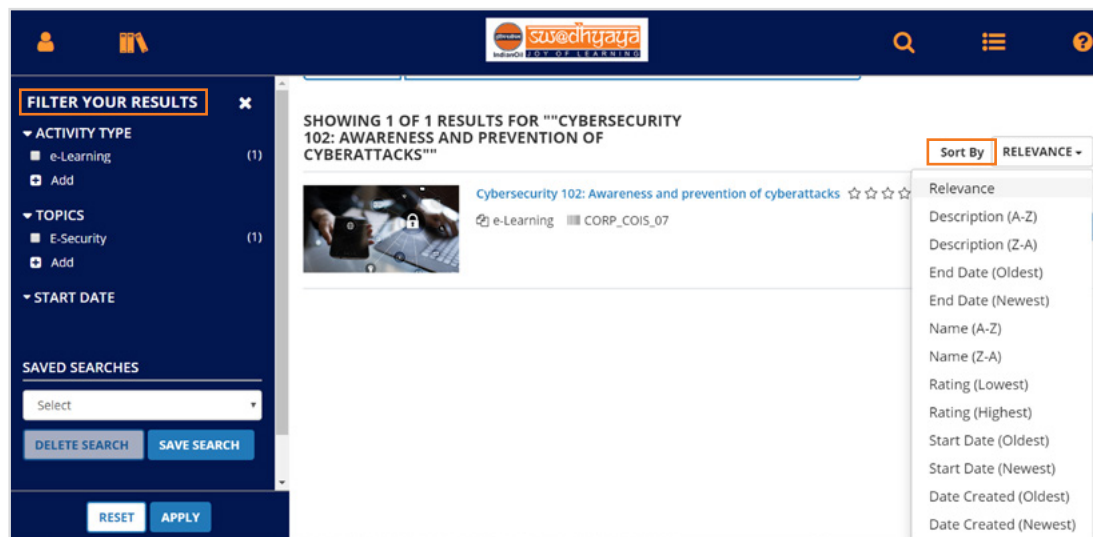
Searching for the course "Cybersecurity 102: Awareness and prevention of cyberattacks"

Another way to search is by using the "Search icon.

1. Click on **Search**  icon on the top right of the banner.
2. In the search bar, type the name of the course or keywords related to it
3. Press **Enter** on your keyboard or click the **Search** icon
4. You will obtain search results which can be sorted and filtered

Learner Playbook

Searching for a course – Sort and filter (browser)



Sort and filter options for the course "Cybersecurity 102: Awareness and prevention of cyberattacks"



TIP

You can sort courses by Relevance, Description, End Date, Name, Rating, Start Date and Date Created

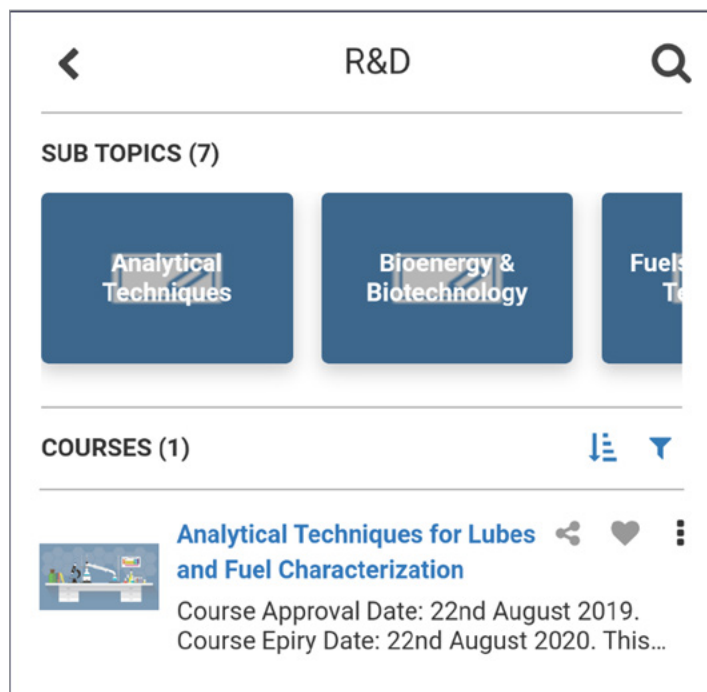
You can filter courses by Activity Type, Topics and Start Date

Use the sort and filter functionalities to find what you are looking for faster.

1. Once you obtain your Search results for a course, you will notice the option to sort courses ("**Sort By**") on the right. Click on it to choose from the criteria by which you can sort courses
2. The **Filter** pane is available on the left. Just tick the boxes against your desired filters and click "**Apply**". If you want to clear all filters and start over, click "**Reset**"

Learner Playbook

Searching for a course using Promoted Topics (mobile)



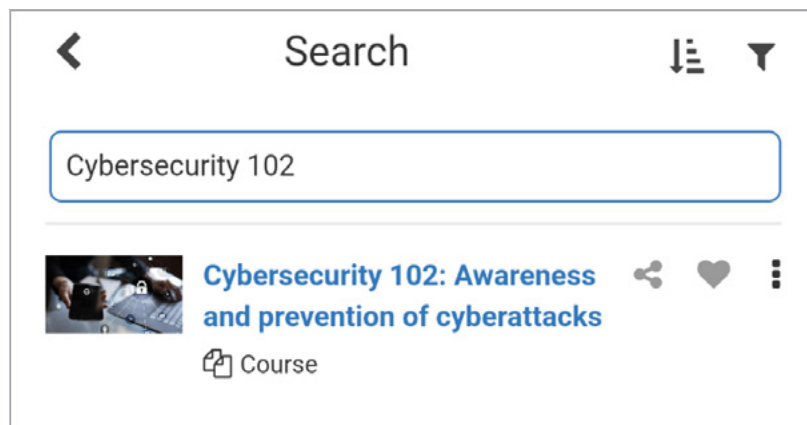
Searching for the course "Analytical Techniques for Lubes and Fuel Characterization"

The **"Promoted Topics"** tab on the mobile Home Page contains a library of courses from across divisions.

1. Swipe through and click on the division to which your course of interest belongs. You will get a list of courses available in that division.
2. To deep dive on specific technical areas, you can use the **"sub topics"** feature. If you know the name of sub-topic to which your course belongs, click on the relevant tab. If you do not know the name of the sub topic, skip this step and go to step 3.
3. Locate the course you want from the list. You can use sort and filter options to narrow down your search.

Learner Playbook

Searching for a course using the Search option on banner (mobile)



Searching for the course "Cybersecurity 102: Awareness and prevention of cyberattacks"

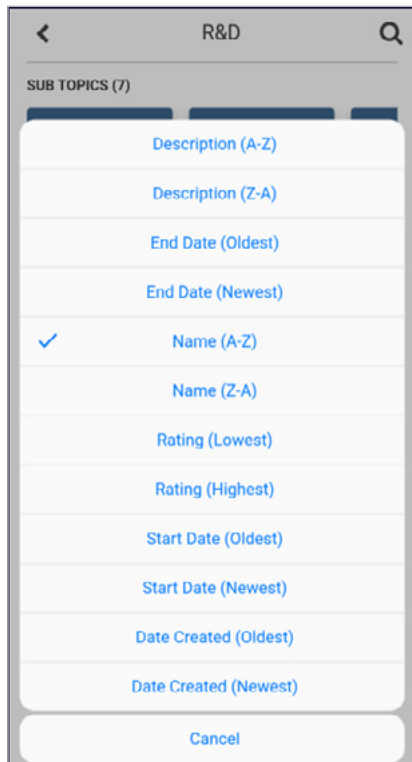
Want to learn on-the-go but can't find the course you're looking for? Read on:

1. Click on Search icon on the banner on the top right.
2. In the search bar, type the name of the course or keywords related to it
3. Press **Enter** on your phone . Your search results will appear.

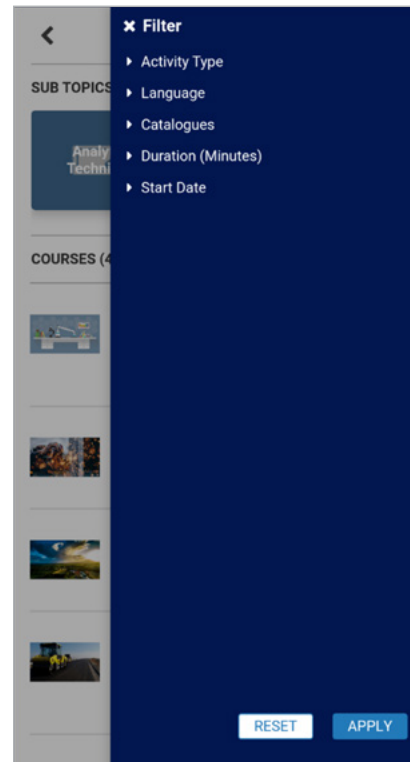


Learner Playbook

Searching for a course - Sort and filter (mobile)



Sort options available on mobile



Filters available on mobile

You can also use sort and filter functionalities on your mobile to find what you are looking for faster.

1. Once you obtain the search results for a course you will notice the option to sort and filter courses on the right
2. Click on the sort icon to choose from the sort criteria.

OR

2. Click on the filter icon to view the filter pane. Just tick the boxes against your desired filters and click **“Apply”**. To clear all filters and start over, click **“Reset”**.



TIP

You can sort courses by Description, End Date, Name, Rating, Start Date and Date Created

You can filter courses by Activity Type, Duration and Start Date

Learner Playbook



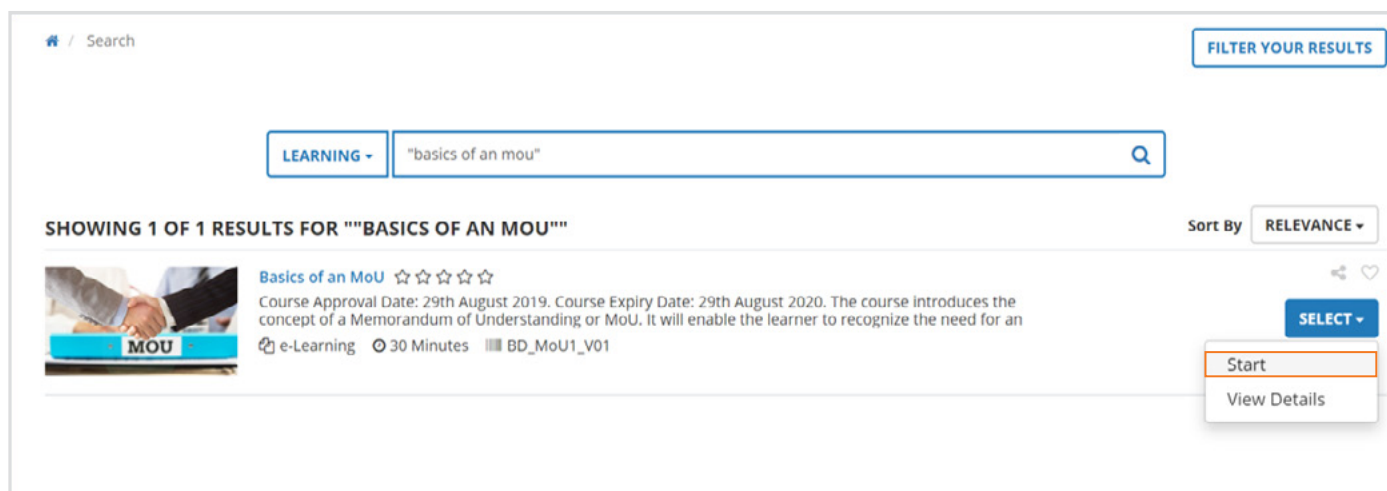
Searching a course

Now that you know how to search for a course, here's your next assignment: Use the Library search option on your browser (or Promoted Topics on your phone) and find a course of your interest from any division of your choice. When you are done, click the button below.



Learner Playbook

Launching a course (browser)



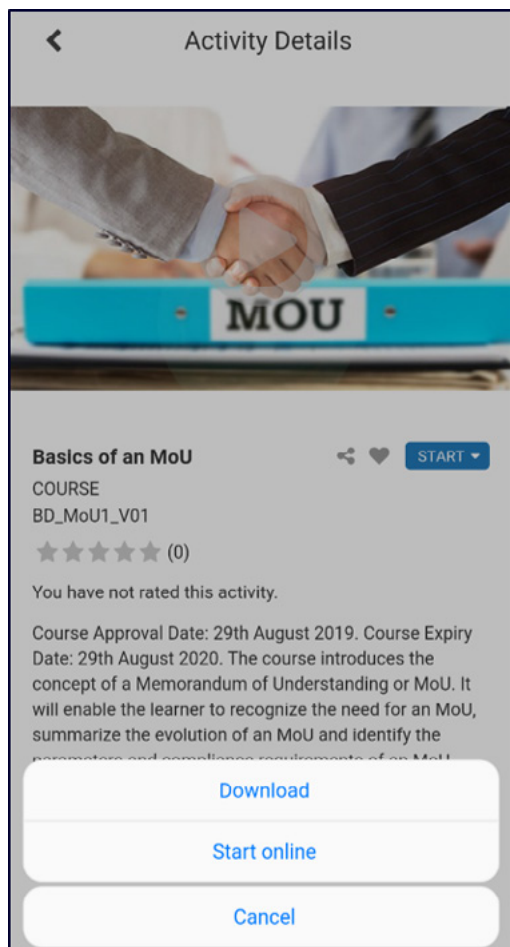
Launching the course "Root cause analysis" using the library search option

Now that you have located your course on your browser, it's time to launch it. (unsure of how to locate your course? [Click here.](#))

1. Click on the **"Select"** button on the right of the course
2. Click on the **"Start"** option from the drop-down menu
3. In the course window that appears, click on **"Next"**
4. The course will launch successfully. If this is a course which you had launched previously and then discontinued, you can resume learning from where you had left off

Learner Playbook

Launching a course (mobile)



Launching the course "Basics of an MoU"

Now that you have located your course on your phone, it's time to launch it. (unsure of how to locate your course? [Click here.](#))

1. Click on the name of the course
2. You will be redirected to the "**Activity Details**" page which provides information on the course
3. Click on the blue "**Start**" button on screen. In the pop-up that appears, click on "**Start online**"
4. The course will launch successfully

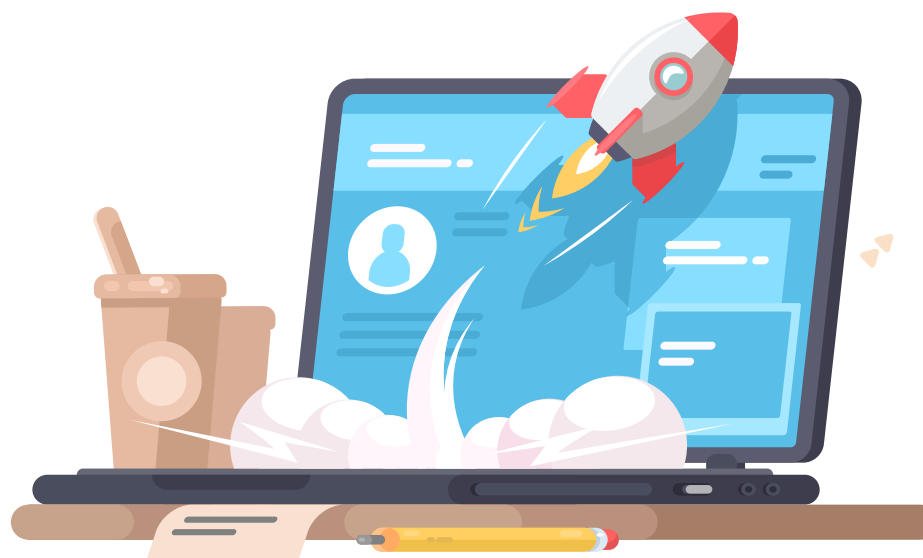
Note: For the best user experience, ensure you are connected to wifi.

Learner Playbook



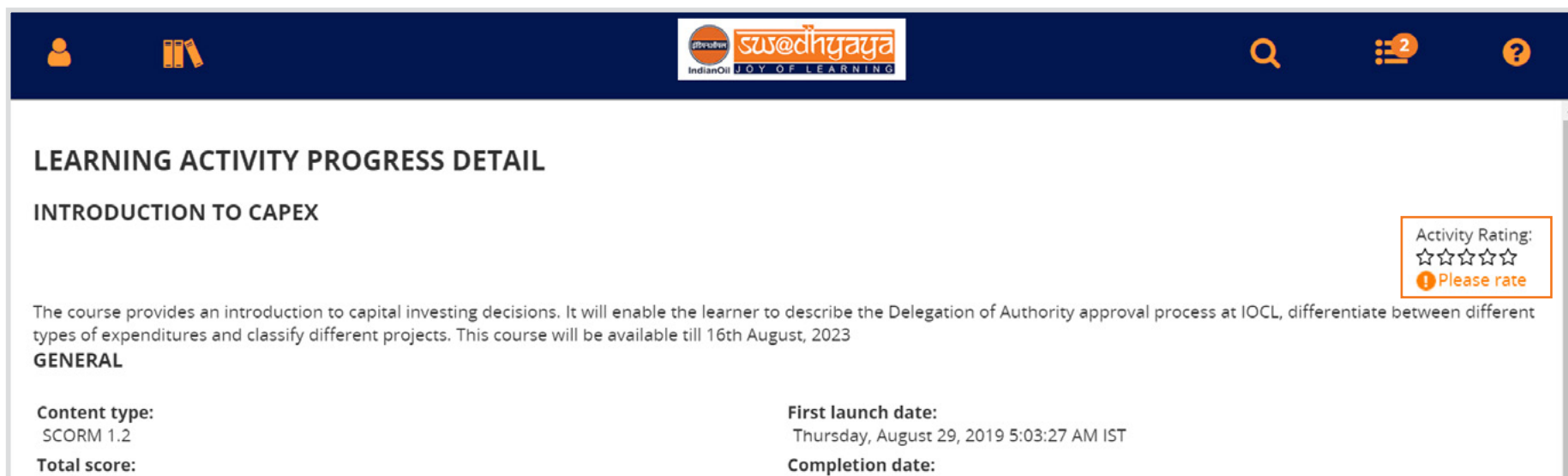
Launching a course

Here's your new assignment. Launch the course you had selected earlier during your search. Then return to this page when you have completed the course and click the button below.



Learner Playbook

Rate a course



The screenshot shows a user interface for a learning activity. At the top, there is a dark blue navigation bar with icons for a user profile, books, the 'sw@dhya' logo (IndianOil JOY OF LEARNING), a search icon, a notification icon with the number '2', and a help icon. Below the navigation bar, the page title is 'LEARNING ACTIVITY PROGRESS DETAIL' followed by 'INTRODUCTION TO CAPEX'. On the right side, there is an 'Activity Rating' section with five stars and a 'Please rate' button. The main content area contains a paragraph: 'The course provides an introduction to capital investing decisions. It will enable the learner to describe the Delegation of Authority approval process at IOCL, differentiate between different types of expenditures and classify different projects. This course will be available till 16th August, 2023'. Below this, there is a 'GENERAL' section with two columns of information: 'Content type: SCORM 1.2' and 'Total score:' on the left; and 'First launch date: Thursday, August 29, 2019 5:03:27 AM IST' and 'Completion date:' on the right.

Completed a course and want to rate it? Follow the steps below:

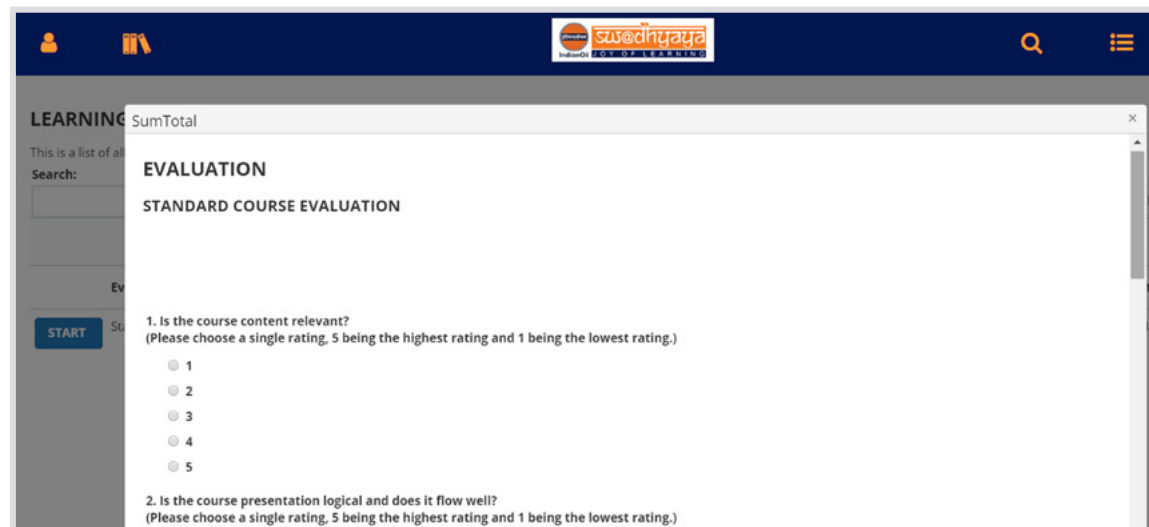
1. Once the course is completed and the course window is closed, you will see the **Learning Activity Progress Detail** page which displays useful information like activity launch date, total score, completion date, elapsed time, percent complete, etc.
2. This page will have an **Activity Rating** option on top right, with five stars. You can rate the course out of these five stars.

Why don't you try rating the course you just completed?

Note: You can rate a course only once. Once done, you cannot change your rating.

Learner Playbook

Provide feedback on a course



The screenshot shows a web interface for a course evaluation. At the top, there is a dark blue header with the Swadhyaya logo and navigation icons. Below the header, a white modal window titled 'SumTotal' is open, displaying the 'EVALUATION' form. The form is titled 'STANDARD COURSE EVALUATION' and contains two questions. The first question is '1. Is the course content relevant?' with a sub-instruction '(Please choose a single rating, 5 being the highest rating and 1 being the lowest rating.)' and five radio button options labeled 1 through 5. The second question is '2. Is the course presentation logical and does it flow well?' with the same sub-instruction and five radio button options. The background shows a blurred view of a course page with a 'START' button.

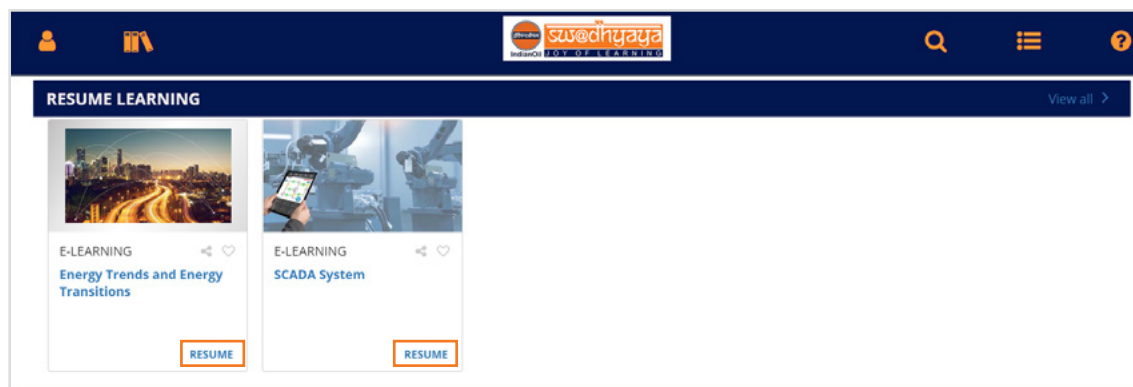
Completed a course and want to let us know how you liked it? Follow the steps below:

1. Once you complete a course and close the course window, you will receive a mail from Swadhyaya with a link embedded in it. This mail will ask you to provide feedback on the course. This will also show up under the My Messages widget in your Learner Dashboard as well as on your Timeline under Tasks
2. Click on the link to access the form. The form contains 4-5 multiple choice questions. (if you are logged-on to Swadhyaya, you will be redirected to the form itself, else you will have to log-in again)
3. To access your record of course evaluations click on **Learning** on the Self Menu and select **Learning Activity Evaluations**

Note: The course evaluation form is live only for seven days. Your feedback is important to us to help improve your experience, so make sure you provide feedback on time!

Learner Playbook

Other features: Resume learning (browser)



Launched a course but had to close it before you could complete it? Worry not, on Swadhyaya you can easily resume learning and pick up where you had left off.

1. Visit the **Learner Dashboard** from the shortcut tile on the Home Page
2. Scroll down to the **Resume Learning** widget on the dashboard. Here you will see a list of courses which are currently in progress
3. Click on the **Resume** button underneath the course
4. You can resume the course from where you had left off

Note: Certain courses do not allow you to resume where you had left off. Although the course will appear in the Resume Learning widget, you have to start the course from the beginning.

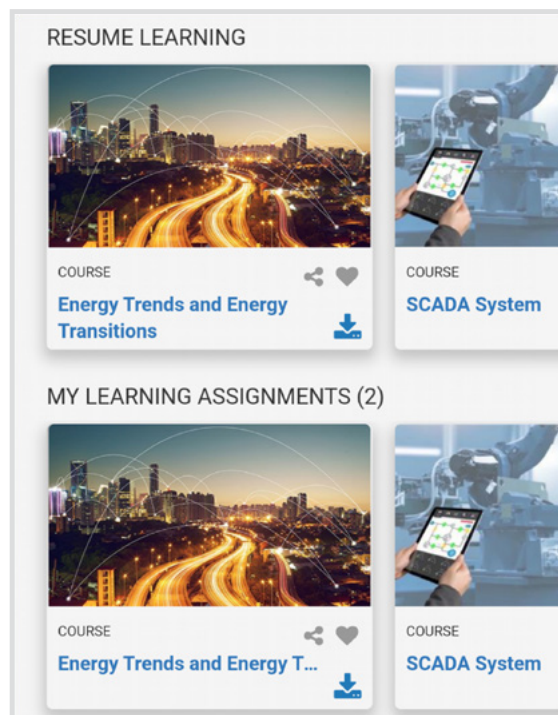


TIP

You can even start a course on your mobile and then continue it on your browser!

Learner Playbook

Other features: Resume learning (mobile)



TIP

You can start a course on your browser and then continue it on your mobile!

Want to resume a course which you had left off earlier from your mobile?

Follow the instructions given below:

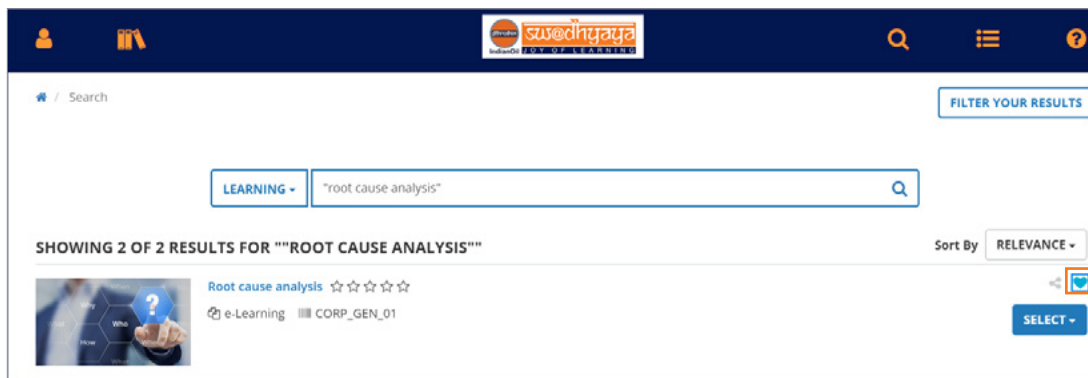
1. Select the **Resume Learning** tab from the mobile Home page. Here you will see a list of those courses which are currently in progress.
2. Swipe through to find the course you are interested in. Then, click on the course to resume from where you left off.

Note: Certain courses do not allow you to resume where you had left off. Although the course will appear in the Resume Learning tab, you have to start the course from the beginning.

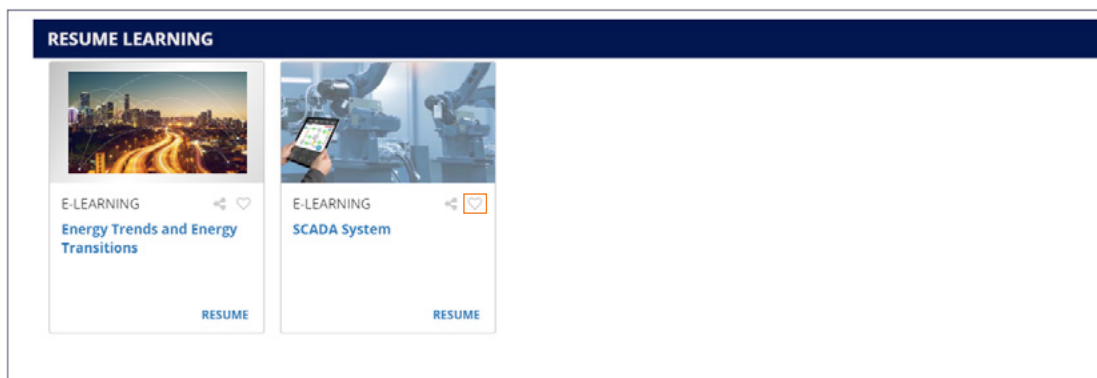


Learner Playbook

Other features: Save as Favorite (browser and mobile)



Save as Favorite using Enterprise Search



Save as Favorite using Resume Learning and Newly Added

Loved one of the courses and want to bookmark it for revisiting later? No problem, you can now save it to your **Favorites**.

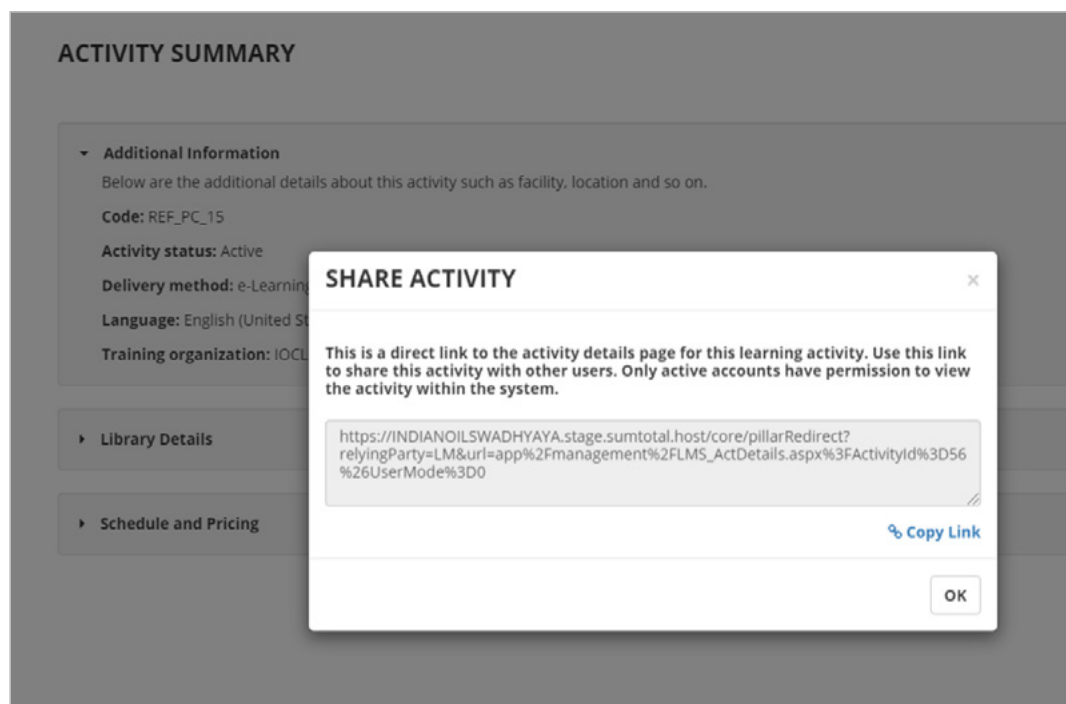
Whenever you see a **Heart icon** next to a course, click on it to set that course as a favourite. The icon will turn blue, indicating that the course has been saved to Favourites.

Take a look at the images on your left to see where the heart icon usually appears.

Note: To remove a course from your Favorites, click on the Heart icon once more

Learner Playbook

Other features: Share a course (browser and mobile)



Link to share a particular course with colleague

Found a course to be informative and want to share it with a colleague? You can do this by following these instructions:

1. Wherever you see the **Share icon** next to a course, click on it. The Share icon typically appears next to the Heart icon of Favourites
2. Copy the link to the course and paste it in an email using your IndianOil email ID. Then, send it to the recipient of your choice (must be an individual who also has access to Swadhyaya)
3. If you are using your mobile, you can even copy-paste the link to a chat application like Whatsapp. The recipient can view the course on the Swadhyaya app

Learner Playbook



Other features

Your turn to try these features out! Share the course you just completed with a colleague who you think might be interested in the topic. When you are finished, click the button below.



Learner Playbook

Learner Dashboard

Once you become a regular student of Swadhyaya, you might want to keep track of all that you have learnt. This is where your dashboard comes in.

Your dashboard can be accessed from the shortcut tile on the Home Page. It has several features, such as:

My learning:

A summary of all your courses on the platform, both completed and pending

Newly added:

Latest/ featured courses for your perusal

My favourites:

Your library of courses marked as favourites

The screenshot shows the Learner Dashboard with a dark blue header and a white main content area. The dashboard is divided into several sections:

- MY LEARNING:** A summary of course progress with a large yellow circle containing the number '2'. It includes sub-sections for CRITICAL (0), ASSIGNED (2), CURRENT (2), UPCOMING (0), and REQUIRED CERTIFICATIONS (0).
- MY MESSAGES:** A list of messages with columns for Subject and content. Two messages are visible: "Energy Trends and Energy Transitions assigned to SumT User1" and "SCADA System assigned to SumT User1".
- RESUME LEARNING:** A section with two course cards: "Energy Trends and Energy Transitions" and "SCADA System", each with a "RESUME" button.
- NEWLY ADDED:** A section with a message "THERE ARE NO PROMOTED ACTIVITIES".
- MY FAVORITES:** A section with one course card: "Root cause analysis".

My messages:

Notifications and reminders from Swadhyaya

Resume learning:

Easy access to incomplete courses which you had left mid-way



Learner Playbook

Learner Dashboard: My Learning

We'll start with **My Learning**. Use this to keep track of what you have learnt, across different categories, such as:

- **Critical:** This is not applicable for Swadhyaya today
- **Assigned:** Courses as assigned by your manager or the L&D team. You can easily access your required (ie, mandatory) courses here.
- **Current:** Courses currently in progress (including those which you have been assigned but which you have not yet started)
- **Upcoming:** List of training activities that have been assigned to you which have not been initiated
- **Required certifications:** These are not applicable for Swadhyaya today






Learner Playbook

Learner Dashboard: My Messages

This displays all the messages you might have received, starting with the latest ones. These messages will also be sent as notifications to your IndianOil email ID. However, make sure you check your messages here regularly so that you stay updated and don't miss out on alerts.

The messages are typically notifications on:

- Completion of a course
- Courses that are overdue
- Assignment of a course to you by your manager
- Pending evaluations
- Assignments which are removed/edited

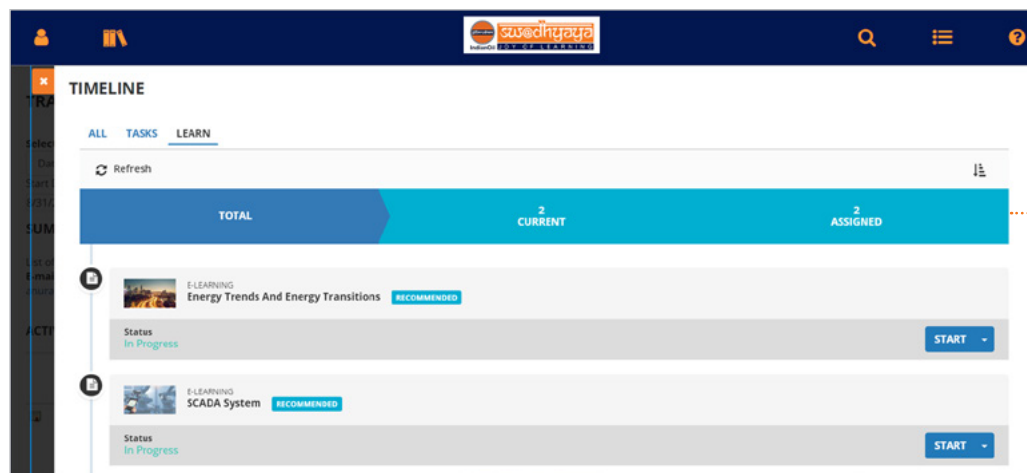
| MY MESSAGES  | | |
|---|---------------|------------------------------|
| Subject | Date Received | Actions |
| Energy Trends and Energy Transitions assigned to SumT User1 | Aug 31, 2019 | VIEW DETAILS |
| SCADA System assigned to SumT User1 | Aug 31, 2019 | VIEW DETAILS |

Learner Playbook

Viewing training timeline

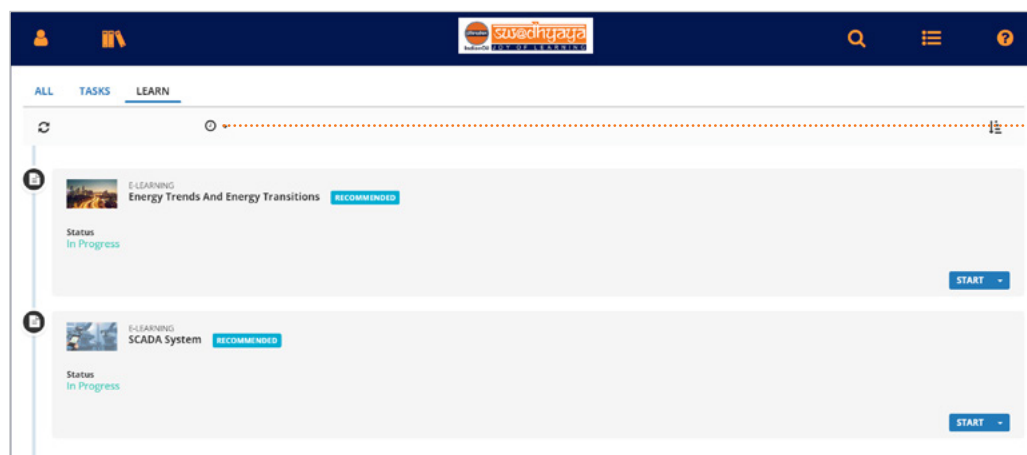
Want to keep track of your courses and tasks? In Swadhyaya we have a cool feature called the **Timeline** which lets you do just that.

1. Go to the Timeline page, either through the Timeline shortcut tile on the Home Page, or the icon on the top right of the Banner
2. You will see your total, current, and assigned courses, as well as those which are past their due date
3. You can use the timeline to launch courses, add to favorites, etc.
4. To view the status of your tasks, select the task option on top left



Filter courses using chevrons

Timeline obtained by clicking the Timeline icon on top right



Filter courses using the drop down list on the arrow next to the clock

Timeline obtained by clicking the Timeline shortcut tile on home page

Learner Playbook

Viewing your training transcript (browser)




Once you become a regular learner on Swadhyaya, wouldn't you like to review your learning history and feel good about all the knowledge you've gained? The **Training Transcript** option lets you do this.

1. Click on the **Training Transcript** tile on the Home Page
2. Select the **time period (Start Date and End Date)** for which you want the transcript. Then press "**Refresh**"
3. In the training transcript you can see the:

- Activity (Name of course)
- Start Date
- Completion Date
- Score (Pass/Fail)
- Estimated Duration
- Attended Duration
- Completion Status
- Course Certificate Icon (appears only if you pass the course)

4. You can use the **Course Certificate** Icon to either print the certificate or export it to PDF, so that you can save it to your system

The screenshot shows the 'TRAINING TRANSCRIPT' interface. At the top right, there are 'PRINT' and 'EXPORT TO PDF' buttons. Below the title, there is a section for filtering records by date range, with 'Date Range' dropdown, 'Start Date' (9/1/2018 03:21pm), 'End Date' (9/1/2019 03:21pm), and a 'REFRESH' button. The transcript is for 'TEST1 LN1' and lists activities from 9/1/2018 to 9/1/2019. The user's email is null@sumtotalsystems.com and the user number is 100001. The activities table is as follows:

| Activity | Start Date | Completion Date | Score | Estimated Duration | Attended Duration | Completion Status |
|--|------------|-----------------|--------------|--|--|-------------------|
|  e-Learning: Basics of an MoU Code : BD_MoU1_V01 | 8/23/2019 | 8/27/2019 | 20 Failed | Days: 0, Hours: 0, Minutes: 30, Seconds: 0 | Days: 1, Hours: 0, Minutes: 5, Attended Seconds: 0 | Attended |
|  e-Learning: Course 5 Code : 05 | 8/23/2019 | 8/23/2019 | | Days: 0, Hours: 0, Minutes: 30, Seconds: 0 | | Attended |
|  e-Learning: Course 4 Code : 04 | 8/23/2019 | 8/23/2019 | | Days: 0, Hours: 0, Minutes: 30, Seconds: 0 | | Attended |

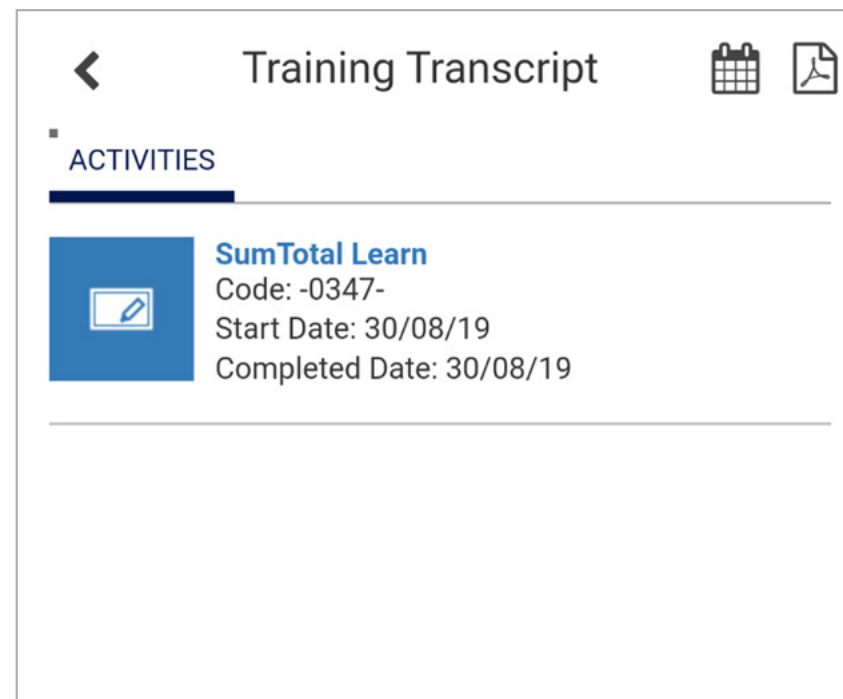
Timeline obtained by clicking the Timeline shortcut title on home page

Learner Playbook

Viewing your training transcript (mobile)

Training transcripts are also available on your phone.

1. Click on the **Menu** icon on the top left of the screen
2. Select **Training Transcript** from the drop-down menu that appears.
3. You will see a list of your completed courses till date
4. To view your training history for a particular period, click on the calendar icon on the top right. Then, select the range of dates for which you want to view the training transcript
5. If you want to save your transcript as a PDF, click on the PDF icon on the top right, next to the calendar



Learner Playbook



You have reached the end of the learner playbook. What would you like to do? Select one of the options below.

Manager Playbook



Swadhyaya's features for Managers

Everyone on Swadhyaya is a learner; but do you have a team of one or more learners reporting to you? Then you will have access to some additional features of Swadhyaya built especially for Managers. Here, you can review the e-learning progress of your direct reports, assign them courses, and provide approvals on learning requests.

You can access all the information related to your team through the **My Team** icon on your banner.

Contents in this section

Click on each to go through them in detail.

Manager Playbook

Viewing direct reports and their training compliance

The screenshot shows the 'TEAM OVERVIEW' page. At the top, there's a 'My Team' section with a 'View' button and a 'Direct Reports' dropdown menu. Below this is a 'LEARNING COMPLIANCE' gauge showing 33%. A table below the gauge lists direct reports with columns for Metric, Reports, Department, Team, and Email. The table contains one entry for 'SumT User1' with 0 reports and an email of 'anurag.sharma@sumtotalsystems.com'.

| Metric | Reports | Department | Team | Email |
|--------|------------|------------|------|-----------------------------------|
| | SumT User1 | | 0 | anurag.sharma@sumtotalsystems.com |

First thing's first. Let's get an overview of your team.

1. Click on the **My Team** icon on the top left of the banner
2. Click on **Direct Reports** under **My Team**
3. You will see a dashboard with the following information:
 - On the top you can see the overall learning compliance (%) of your direct reports
 - Beneath this you can see the list of your direct reports along with department name, Swadhyaya registered e-mail id and metric (which refers to their % learning compliance)
 - You can also use the filter on the right to view your direct reports



TIP

You can view your direct reports and their training compliance on your mobile as well

Manager Playbook

Viewing training of direct reports

Tasks

Pending Approvals

Quick Links

For more information, refer to Getting Started with Manager m...

Past Due Training

No past due training information available

EXCEPTION REPORT

Last updated: 8/31/2019-3:01 AM IST

USERS (1) ACTIVITIES

User Search...

Print Export

Direct Reports Sort by:

SumT User1
anurag.sharma@sumtotalsystems.com

User Number: 100070

Required: 0

Recommended: 2

33%

SELECT

2 INCOMPLETE

Exception report window on the manager dashboard

DETAILED EXCEPTION REPORT BY USER SumT User1

Overall progress 33.3%

List of activities assigned to this user.

Search

Current Assignments Last Processed: Saturday, August 31, 2019 3:01:29 AM IST

Displaying 2 of 2 Records

Show all assignments (3)

Refresh Add

Print Export

Filter by:

| Assignment Status | Activity Name | Assignment Type | Priority | Assignment Status | Assignment Date | Due date | Progress |
|-------------------|--------------------------------------|-----------------|-------------|-------------------|-----------------|----------|----------|
| | Energy Trends and Energy Transitions | Recommended | Assigned | Assigned | 8/30/2019 | | 0% |
| | SCADA System | Recommended | In Progress | In Progress | 8/30/2019 | | 0% |

CLOSE

Detailed exception report of a direct report

Ok, we've had an overview of the team. Now let's see what they are up to on Swadhyaya.

1. Click on the **My Team** icon on the top left of the banner
2. Click on **Manager Dashboard**
3. In the **Exception Report** window, choose the tab **Users** on top right and filter the learners by **Direct Reports**
4. You will get a list of your direct reports with information on the number of incomplete trainings, number of required and recommended trainings, % of trainings completed.
5. In order to view training details for a particular learner, click **# Incomplete** in the Exception Report

Manager Playbook

Viewing training of direct reports

The screenshot shows the 'EXCEPTION REPORT' window for 'SumT User1'. The window is titled 'EXCEPTION REPORT' and includes a 'User Search...' field. Below the search field, there are 'Print' and 'Export' buttons. A 'Direct Reports' dropdown menu is visible, and a 'Sort by' icon is also present. The user details for 'SumT User1' (anurag.sharma@sumtotalsystems.com) are shown, including 'User Number: 100070', 'Required: 0', and 'Recommended: 2'. A progress bar indicates 33% completion. A 'SELECT' dropdown and a '2 INCOMPLETE' button are also visible.

Exception report window on the manager dashboard

The screenshot shows the 'DETAILED EXCEPTION REPORT BY USER' for 'SumT User1'. The window displays a list of activities assigned to the user. The overall progress is 33.3%. The table below shows the details of the assignments:

| Filter by: | Activity Name | Assignment Type | Priority | Assignment Status | Assignment Date | Due date | Progress |
|-------------------|--------------------------------------|-----------------|-------------|-------------------|-----------------|----------|----------|
| Assignment Status | Energy Trends and Energy Transitions | Recommended | Assigned | Assigned | 8/30/2019 | | 0% |
| Assignment Type | SCADA System | Recommended | In Progress | In Progress | 8/30/2019 | | 0% |

Detailed exception report of a direct report

6. In the Detailed Exception Report By User, you can see trainings for your reportee along with the details: Activity Name (Course Name), Assignment Type(Required/Recommended), Priority, Assignment Status (Assigned/Incomplete), Assignment Date, Due Date, Progress. You can filter the results by Assignment Type, Assignment Status, Assignment By.
7. In order to download the progress report of your direct reports, click on Print (save as PDF) or Export (export to MS-Excel)



TIP

An exception report provides a detailed overview of the trainings of a direct report and highlights any possible exception. You can generate exception reports by users or by activities.

- An exception report for a particular user gives you information on the status of all the pending courses for that user.
- An exception report for a particular activity (course) gives you information on the progress status of all users registered for that course.



Manager Playbook



Viewing direct reports

Go check out your Direct Reports and ensure all your team members have been captured on it. Click on the button below when you are ready to proceed.

Note: If you don't see all your direct reports, then write to inswadhyaya@deloitte.com for support.



Manager Playbook

Assigning e-learning to direct reports

MANAGE USER ASSIGNMENTS FOR Basics of Sustainability 102
List of users assigned to this activity.

Search

Last Processed: Saturday, August 31, 2019 3:01:29 AM IST Current Assignments

Refresh **Add** Print Export

Direct Reports ▼

Show all assignments (0)

Filter by:

- Assignment Status
- Assignment Type
- Assignment By

EDIT **REMOVE**

You either do not have any direct reports or none of your direct reports are currently assigned to this activity.

Selecting "Add" option from Detailed Exception Report

EDIT ASSIGNMENTS FOR Basics of Sustainability 102
Select either one or all users to set assignment options.

Select: All | None Sort by: Name

SumT User1
Type:Recommended | Status:Assigned
Due Date:No Due Date

Assignment Options:
Selected users (1)

Type:

- Required
- Recommended

Ignore Previous Completions

Start Date:

- Today
- Days from today
- On

Time zone:
UTC

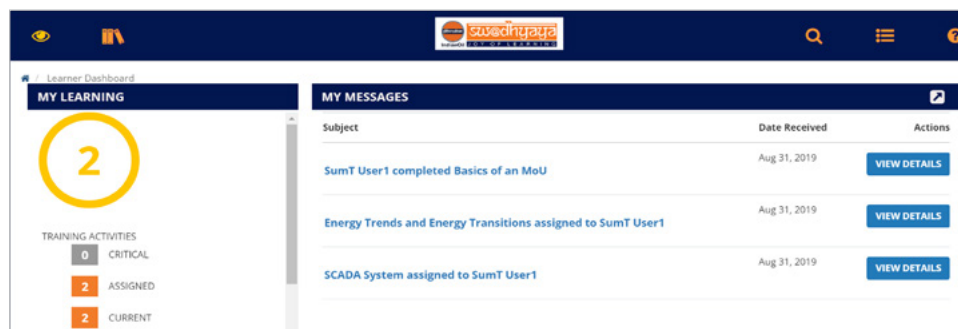
Setting Assignment Options for the learner

Want to assign learnings to your team members to aid them in their professional development? Follow these steps:

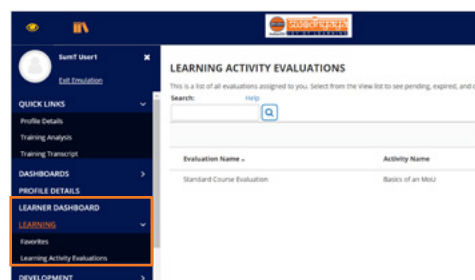
1. Access the detailed exception report of the learner. ([Click here](#) to understand how)
2. In the **Detailed Exception Report By User**, click on the **"Add"** option to add additional courses for this learner
3. In the **Assign Learning Activities to User** tab, search for the course in the **Search** tab on your left
4. Once the search results are obtained, check the box next to the course and click on **Next**
5. In the **Assignment Options** pane on the right, select the following:
 - TYPE
 - START DATE
 - TIMEZONE
 - PRIORITY (Low/Medium/High/Urgent/Mandatory)
 - DUE DATE
 - STATUS (make sure the status you select is always "Assigned")
6. Click on **Apply to Selection**
7. Click on **Done**
8. You can now view the newly added course in the **Detailed Exception Report**

Manager Playbook

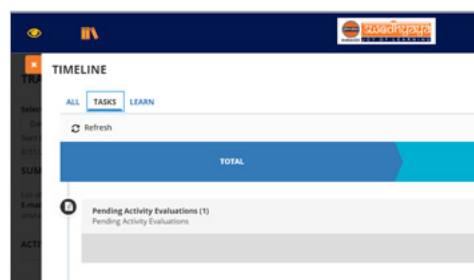
Accessing notifications and pending tasks of a direct report





Accessing notifications/messages for a direct report in emulation mode



Accessing course evaluations in emulation mode



Accessing pending tasks for a direct report in emulation mode

Note: Once the emulation mode is launched you can access the profile of your direct report with the Self Icon  being replaced by 

Want to view the pending action items for your learners? The emulation mode in Swadhyaya is a cool feature which lets you do just that.

- Click on the **My Team** icon on the Banner
- Go to **Manager Dashboard**
- In the **Exception Report** window, choose the tab **Users** on top right and filter the learners by **Direct Reports**
- Scroll down and find the learner of interest
- Select a relevant option from the drop-down menu next to the **Select** button
- The emulation mode gets launched and you can view the learner's profile with certain restrictions ([click here](#) to know more).
- You can then navigate to the relevant location to access pending tasks, notifications, etc.

In the emulation mode, you can also access the pending course evaluations for the learner (Learning -> Learning Activity Evaluations) and encourage them to complete their pending items

Manager Playbook



Assigning e-learning

Here's my next task for you: Assign a course of your choice to every direct report, which you think will benefit them in their job.

Click on the button below to proceed.



FAQs for Learners

Have questions on what you just learned? Check out these FAQs, you might just find your answers there.

Click on the question to learn more.

1. What is Swadhyaya?

2. I am a first time user. How do I log in to Swadhyaya via browser?
3. I am a first-time user. How do I log in to Swadhyaya via the mobile app?
4. I have already logged in to Swadhyaya from the browser. How do I log in to Swadhyaya via the mobile app?
5. I have already logged in to Swadhyaya from my mobile. How do I log in to Swadhyaya via the browser?
6. Is my Swadhyaya user ID and password the same as my IndianOil user ID and password?
7. What can I do if I forget my password?
8. Do the rules for password change on the web browser also apply on the Mobile App?
9. I am unable to log in to Swadhyaya. What to do?
10. My account has been locked. What to do?
11. I signed out from my Swadhyaya account on the browser, however I am unable to re-login to my account. When I try to log-in the same logged off page appears.
12. My password is not being accepted by the system when I try to change my password in my first log-in. What should I do?

1

Swadhyaya is IndianOil's flagship e-learning initiative. Some of its features include:

- Access to on-demand, anytime, anywhere learning through the web portal as well as a mobile app
- Access to self-paced learning
- Access to content across divisions to ensure cross-functional learning and skill development
- Ability to manage your learning and monitor your learning progress

FAQs for Learners

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12. My password is not being accepted by the system when I try to change my password in my first log-in. What should I do?

2

If you are logging in to Swadhyaya for the first time ever, via browser, [click here](#) to learn more.

FAQs for Learners

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12. My password is not being accepted by the system when I try to change my password in my first log-in. What should I do?

3

If you are logging in to Swadhyaya for the first time ever, via the mobile app, [click here](#) to learn more.

FAQs for Learners

Have questions on what you just learned? Check out these FAQs, you might just find your answers there.

Click on the question to learn more.

1. What is Swadhyaya?
2. I am a first time user. How do I log in to Swadhyaya via browser?
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12. My password is not being accepted by the system when I try to change my password in my first log-in. What should I do?

4

If you have already logged in to Swadhyaya before on your browser and have set a password for yourself, you can also set up Swadhyaya on your phone. [Click here](#) to learn more.

FAQs for Learners

Have questions on what you just learned? Check out these FAQs, you might just find your answers there.

Click on the question to learn more.

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12. My password is not being accepted by the system when I try to change my password in my first log-in. What should I do?

5

- Enter the URL: <https://indianoilswadhyaya.sumtotal.host>
- You will be prompted to enter a username password. Use the same username, and the latest password you had set when logging onto the app on your phone.
- Click **Sign in**

FAQs for Learners

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Click on the question to learn more.

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6

No, your Swadhyaya user ID is your 8 digit employee ID (prefix zeros if required).

Your default password (for first-time users) is Welcome@123. After logging in for the first time, you will be prompted to reset your password.

FAQs for Learners

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6. Is my Swadhyaya user ID and password the same as my IndianOil user ID and password?
- 7. What can I do if I forget my password?**
8. Do the rules for password change on the web browser also apply on the Mobile App?
9. I am unable to log in to Swadhyaya. What to do?
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7

If you have forgotten your password, don't worry!

[Click here](#) to understand how to reset the password if you have forgotten it.

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8

You cannot change your password from mobile. The change password feature is only enabled on your browser. You can follow the steps [outlined here](#) to reset your password.

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9

It is possible that you are entering an incorrect password. Try resetting your password if you have forgotten it.

If you are sure you remember your password, check if you have entered the correct URL. It should be <https://indianoilswadhyaya.sumtotal.host>

If you are still unable to access your account, write to: inswadhyaya@deloitte.com for further assistance, with a screenshot of the error message

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If your account gets locked, write to inswadhyaya@deloitte.com for support, with a screenshot of the error message.

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To re-login, you must enter the URL again:
<https://indianoilswadhyaya.sumtotal.host>

We recommend that you save this URL as a favourite on your browser, or bookmark it, so that your next log in is easier and faster.

If you are still unable to access your account, write to inswadhyaya@deloitte.com, for further assistance, with a screenshot of the error message

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12

While setting your new password, please ensure that it conforms to the platform guidelines:

1. The password must contain:
 - Characters: At least 8
 - Numbers: At least 1
 - Special characters: At least 1 from (@ % + \ / ! \$ & ? [])
 - Uppercase characters: At least 1
2. The password cannot contain:
 - Spaces

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25. How can I view and complete my assigned course evaluations?

13

- The browser performance could be slow due to a full cache. Try clearing the cache of the browser you are using. Reach out to your IT team if you need help in doing this.
(or)
- Try a different browser to access Swadhyaya
- If you are still not able to access your account, write to inswadhyaya@deloitte.com for further assistance, with a screenshot of the error message

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14

Swadhyaya **mobile app** is supported on the following platforms:

- iOS 11.x or later (iPhone and/or iPad)
- Android 7.x, 8.x and 9.x

Swadhyaya **web version** supports the following browsers:

- Microsoft Internet Explorer 11*
- Microsoft edge, 44x*
- Mozilla Firefox 66
- Google chrome 71
- Apple safari 12.x

The system supports all the above browsers on these **operating systems**:

- Microsoft Windows 10, Windows 8.1, Windows 8, and Windows 7 SP1.
- Apple macOS 10.10, 10.11, 10.12, and 10.13.

* Please note Swadhyaya does not support Internet Explorer or Edge in Compatibility Mode

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15

If you just want to review your basic information or change your system preferences, visit the Profile Details page. To get there:

- On your browser, in the Banner menu, click Self
- Click **Profile Details** on quick links



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16

1. On your browser

- Once you log in on your mobile, click **Self**
- Click **Profile Details** on quick links
- Click on "**Edit Photo**", to upload or change your display picture

2. On your mobile

- In the Banner menu, click on the camera icon
- You can either select "**Take Photo**", or "**Choose Photo from the library**"

Note: Please ensure that the picture you use is in line with IndianOil's guidelines for professional photographs



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- On your browser, use your **Timeline** icon in the Banner to act on or review any tasks assigned to you. The Timeline lists current and overdue items first, so you can easily find and accomplish your most critical tasks. You can click **Refresh** to reflect the latest information on your timeline.
- You can also view assigned courses by selecting "Learner dashboard" from the Home Page. Here you will find the "My Learning" widget, which will show a summary of all your courses.



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18

You may be facing this issue due to:

1. Browser issue: Try clearing the cache of the browser you are using or try a different browser to access Swadhyaya.
2. Check if your internet connection is stable
3. Try logging out of Swadhyaya and logging in again
4. If you are facing this issue on mobile, check your if your Wi-Fi connection is stable
5. If you are still not able to access the course, write to inswadhyaya@deloitte.com for further assistance, with a screenshot of the error message



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19

There are many ways to do this:

- Click on the **Resume Learning** widget on your Learner Dashboard
OR
- From your **Learner Dashboard**, click the "Current" icon on the "**My Learning**" widget
OR
- In the "**Timeline**" feature, there is a "**Learn**" tab. You can resume your courses listed under the "Current" 6
OR
- You can even resume your courses on your phone. Once you log in to your **SumTotal Mobile** app, the "**Resume learning**" tab will appear on your Home Page, containing your courses in progress

If you still cannot find the course, write to inswadhyaya@deloitte.com for further assistance, with a screenshot of error messages if any



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This could occur due to browser issues. For courses that are not showing as "complete," please allow a couple of minutes for the system to update the completion data. If it is still displaying as incomplete, then try the following options:

- Make sure you have pop-ups enabled for your Swadhyaya page
- Clear your browser cache
- Check with your IT team to make sure you are using a compatible browser
- It may also be an issue with the course itself
- If the issue persists, write to inswadhyaya@deloitte.com for further assistance, with a screenshot of the error message

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You can view the steps to download your list of trainings by [clicking here](#).

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You can view and download the completion certificates from the Training Transcript:

- Click on the **Training Transcript** shortcut tile on the bottom half of the home page
- Beside the course name (Activity), click on the certificate icon
- Click **Print** to print your transcript, or **Export to PDF** to download it



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You can access all the training and documentation related to Swadhyaya using the Help icon on the Banner Menu.

[Click here](#) to know more.



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24

- To view top-rated courses, click on the **Library** icon.
- Choose the division in which you want to view the courses
- You can sort the courses by clicking on the "**Sort by**" button on the right side.
- From the drop down, select "**Rating (Highest)**".
- The list will rearrange, starting from the highest rated course to the lowest rated course



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25

To view and complete your assigned evaluations:

- In the Banner menu, click **Self**
- Navigate to **Learning > Learning Activity Evaluations**
- Find the evaluation(s) you wish to complete
- You can use the **View** list to narrow your choices.
- Click the **Start** button
- Complete the evaluation
- If you cannot complete an evaluation in one sitting, click **Finish Later** to save your answers and complete the evaluation at a later time
- Click **Submit**
- Click **OK**

FAQs for Managers

Have questions on what you just learned? Check out these FAQs, you might just find your answers there.

Click on the question to learn more.

- 1. What additional access rights do I have as a Manager on Swadhyaya?**
2. How do I assign one training to multiple learners?
3. How do I edit assigned training?
4. How do I delete the assigned training?
5. What does it mean to emulate a user? How is it important to me?
6. What are emulation exceptions?

1

As a manager, you will be able to:

- Assign training to your direct reports
- View training reports of your team
- Access pending tasks and notifications of your direct reports
- View pending evaluations of your direct reports

FAQs for Managers

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4. How do I delete the assigned training?
5. What does it mean to emulate a user? How is it important to me?
6. What are emulation exceptions?

2

In order to assign one training to multiple learners, please follow the steps mentioned below:

- In the Banner menu, click on the “**Library**” icon
- Select the course you want to assign
- Click the arrow next to **Select** to activate the dropdown; from this, click **Manage Assignments**
- Next, click **Add**
- Select the desired learners, then click **Next**
- Set the date the learner(s) are assigned to the course. You can choose **Today, [number of] Days from the Assignment Date**, or On a specified calendar date. Set the **Timezone** for the chosen date



FAQs for Managers

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6. What are emulation exceptions?

2

- Set the “**Priority**” (High, Medium, Low, Urgent, Mandatory) of the course by determining how important the activity is for your learner. They will see this on the activity’s summary page on their “**Training Analysis**” page.
- Set the date the learner(s) need to complete the activity. You can choose **No due date, Within [number of] Days** from the Assignment Date, or **By** a specified calendar date.
- Set the **Timezone** for the chosen date.
- Add any Assignment Note for the learner if required.
- Click on **Apply to Selection**
- Click on **Done**

You have successfully added learners to the course!

If you require further support, write to inswadhyaya@deloitte.com



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Click on the question to learn more.

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2. How do I assign one training to multiple learners?
- 3. How do I edit assigned training?**
4. How do I delete the assigned training?
5. What does it mean to emulate a user? How is it important to me?
6. What are emulation exceptions?

3

In order

- In the Banner menu, click the **My Teams** icon to navigate to the Manager dashboard
- From the options of the top left select **Activities** and apply the filter **Direct Reports** from the drop down
- Click the title of a **Course**
- In the activity summary window which opens up, click on the arrow next to **Register**. From the drop down, select **Manage Assignments**
- Select the desired users, then click **Edit**
- Make the desired changes in the Assignment Options, then click on **Apply to Selection**.
- Click **Done**

You have successfully modified one assignment.

Note: You can edit only the current and future assignments.

If you require further support, write to inswadhyaya@deloitte.com with a screenshot of the error message , if any



FAQs for Managers

Have questions on what you just learned? Check out these FAQs, you might just find your answers there.

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- From the top of the right window select **Activities** and apply the filter **Direct Reports** from drop down
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5

The “emulate” option essentially allows you to log in as one of your direct reports. When emulating another user, you can perform most tasks and see most information that the user can see, with some exceptions. By using the “Emulate Employee” option, you can get a quick view of your direct reports’ training transcripts and training analysis page.

To emulate as one of your direct report

- In the Banner menu, click **My Team**
- Navigate to the **Manager Dashboard**
- Under the **Users** tab, select an option from the drop-down menu to navigate directly to that page.
- Once you are in the Emulation mode, the **Self** icon in your Banner menu will change to an eye-shaped one. Your menu options and permissions also change to reflect the learner’s (For example, if the user you’re emulating doesn’t have manager permissions, then you won’t see the **My Team** icon at all).
- To exit the emulation mode, in the Banner menu, click **Self, and then click Exit Emulation**



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6

When you emulate a learner, you can see and interact with the system just as that learner could. However, access to some features is restricted due to reasons of security, confidentiality, compliance, or others. While emulating a learner:

- You cannot change the learner's password or security questions
- You cannot launch training for the learner
- You cannot launch or rate a course on behalf of the learner
- Although you can view a list of completed evaluations, you cannot review the previously provided feedback
- If you require further support, write to inswadhyaya@deloitte.com

Useful contacts



Congratulations!!

You did it! You're ready to kick off your learning journey.

I hope you found this user playbook helpful. Good luck, and enjoy the Swadhyaya experience!



If you have trouble logging in and none of the questions in the FAQs have resolved your issue, contact:

inswadhyaya@deloitte.com