My Learning in New Kronos UI:

1. Log into WFR.
2. If using Classic Interface, change URL at top from "==admin==" to "==hcm==" using the Toggle Switch as shown below:

Toggle Switch:

To switch or toggle between the classic user interface and the new user interface, replace "admin" with "hcm" in the URL

https://secure3.saashr.com/ta/6044818.admin?
rnd=MEJ&showAdmin=1&Ext=clock&sft=ICVIXTSKYW

showing in the top of the browser when you log into Kronos Workforce Ready.

To switch back to the Classic interface, replace "hcm" with "admin".

3. Navigate to **My Info** [👤] > **Help** [⑦ Help] > **My Learning** [My Learning (Classic)] >
Employee [Employee] and this will appear:
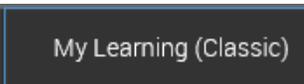
← **Employee**

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	≡⊚	Canceling My Time Off Request

4. Click on the topic you wish to review.