My Focus

Employee Learning and Growth Configuration Guide

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Date:	20 October 2026
Version:	2026.10.1.0 | Coming Soon | Edition 1

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1. Prepare employee access and records

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

My Learning is an employee experience, separate from the operational administration workspace. It derives the signed-in employee context on the server. Do not distribute another employee query string as an access workaround.

Primary route: Modules/eLearningV2/Pages/HRF_LEARNING_V2.aspx. Native player, transcript export and certificate handlers have their own server checks. Configure through authorised Learning settings, menu/security and source-record processes.

Check	Meaning and next action
Employee identity	A valid signed-in employee mapping is required. Check company/employee context without circulating internal identifiers.
History and scheduled activity	Reconcile native training, schedule/delegate and self-paced sources. Status, score and progress can mean different things by source.
Assigned content	Check assignment, published version and availability. A saved content definition does not prove a learner can open it.
Administration	Employee access does not grant authoring, result capture, award or settings rights.

The page can provide an enhanced view or fall back to established learning behaviour according to feature readiness. Test feature-off navigation and preserve historical evidence.

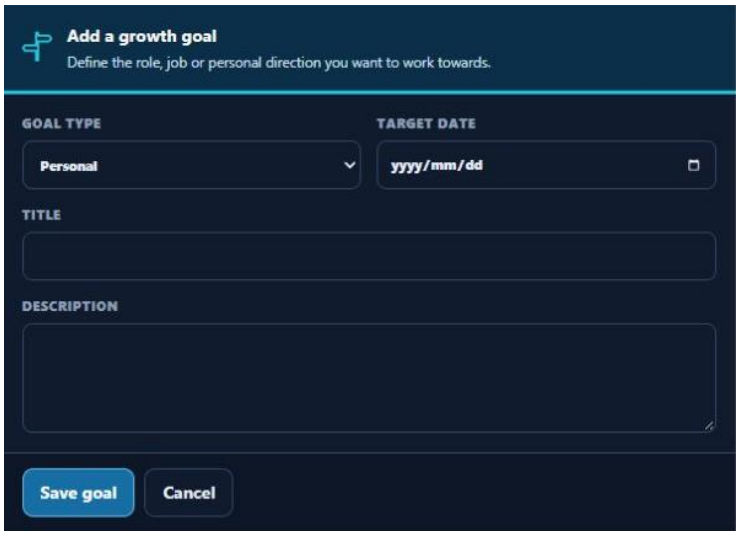
2. Record the feature and setting register

Record actual target values before changing settings. The following are implementation keys, not claims about installed target defaults. The normal setting group is Learning / General.

Check	Meaning and next action
ENABLE_ENHANCED_LEARNING	Current master when registered; ENABLE_LEARNING_V2 is the legacy fallback. Database readiness remains required.
LEARNING_V2_DASHBOARD	Controls the enhanced dashboard path. The page and endpoints enforce feature checks.
LEARNING_V2_CONTENT_PLAYER	Controls supported content-player availability, together with assignment/version rules.
LEARNING_V2_CREDENTIALS	Controls credential-related dashboard inclusion and supporting functionality.
LEARNING_V2_GROWTH	Controls growth-related inclusion and actions together with effective access.
LEARNING_V2_GAMIFICATION	Controls achievement/gamification inclusion. It does not prove an outcome rule ran.
NEW_TRAINING_ENABLED and OLD_TRAINING_ENABLED	Affect established training source inclusion. Verify actual records and source labels.
SUCCESS_STATUS_CODES	Review the configured successful training interpretation with the process owner.
SHOW_CERTIFICATE_LINK_ON_MY_TRAINING and SHOW_CONTENT_LINK_ON_MY_TRAINING	Control established action visibility; actual file/content access still needs validation.

Use Modules/eLearning/Admin/HRF_ELEARNING_SETTINGS.aspx and authorised settings administration. Record registration/default, runtime fallback, effective environment value, owner and dated evidence separately.

3. Check evidence and growth dependencies



Growth goal actions need an enabled feature and valid employee context.

1. For an approved test learner, reconcile assigned activity, scheduled learning and transcript source records.
2. Verify Start/Resume against the intended published content/version, then leave and reopen to confirm checkpoint persistence.
3. Check attendance/result changes against the refreshed transcript in the correct employee context.
4. Verify credential source, actual award/status/dates and secure evidence access separately from training success.
5. For Growth, save and reopen a permitted goal; separately verify competency evidence and linked development-plan/Talent sources.

A bounded dashboard panel is not the complete historical register. Check the available source/detail route and paging before drawing a total from a cropped excerpt.

Do not enable optional authoring or AI merely to make employee content appear. Content governance, publication and distribution require their own authorised workflow.

4. Validate rollout and support

1. Test allowed employee, missing employee mapping, denied user and expired session. Keep private role/identity evidence in the test record.
2. Test desktop and phone in supported themes, and retain feature-off/classic-route results.
3. Download the actual transcript file with a known filter; verify file type, criteria and row scope.
4. Record exact failures and owner, restore reviewed settings after testing and retain source history.

Current evidence includes local and Dev read-only theme/filter journeys and a filtered Jedi transcript XLSX download. It does not establish every export, learner player completion, credential award, certificate issuance or all native mutation paths. Existing topic captures are retained illustrations, not new target UAT.

For missing data check identity, source status/date, feature/schema readiness and filters. For a missing certificate check actual award, template and file access separately. For a stale goal, reopen the authoritative record and reconcile before retrying.

No target configuration change, publication or release approval is performed by this guide.