

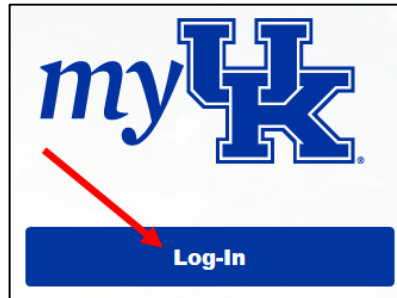
Statement of Responsibility

Process: Successfully completing the Statement of Responsibility Web-based Training (WBT) in myUK Learning is required before access is granted in the IRIS SAP/BW systems. This QRC explains the easiest/quickest method to accessing, finding, and completing the WBT.

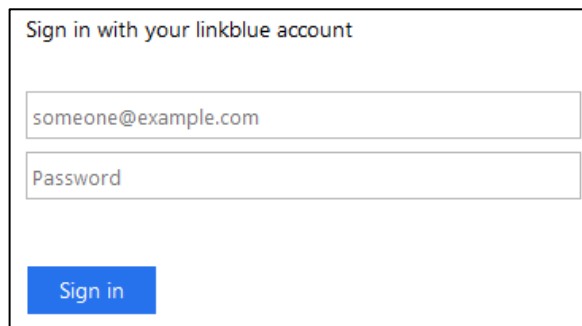
Accessing myUK Learning

Access the **myUK** website at: <https://myuk.uky.edu/irj/portal>

Click on the blue **Log-In** button under the myUK logo



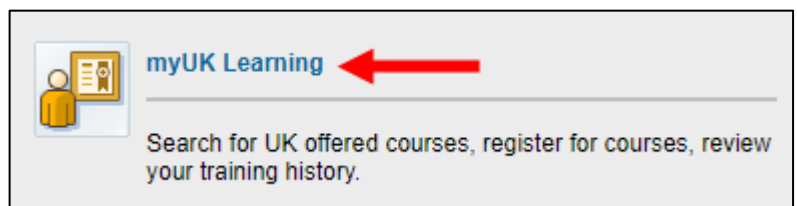
Enter your linkblue ID and password, and then click on the blue **Sign in** button



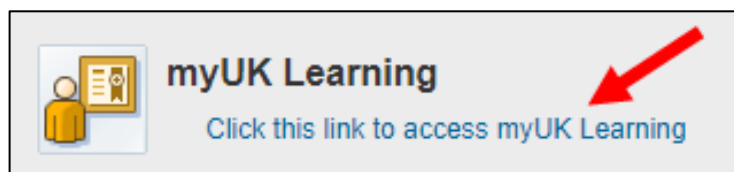
Click on the **Employee Self-Service** tab



Click on the **myUK Learning** link on the **Employee Services – Overview** page

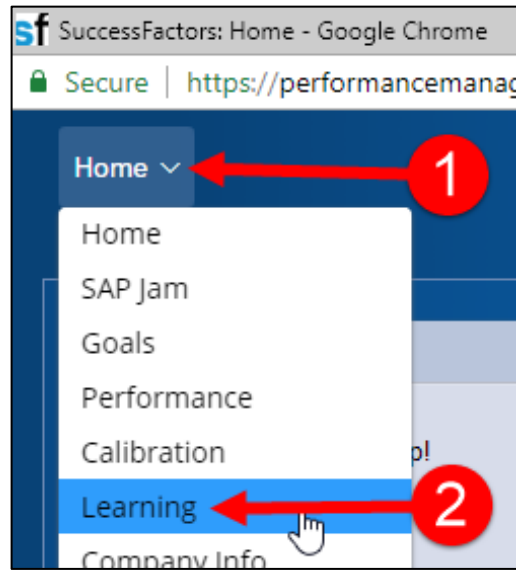


Click on the **Click this link to access myUK Learning** link on the **Employee Services Area** page



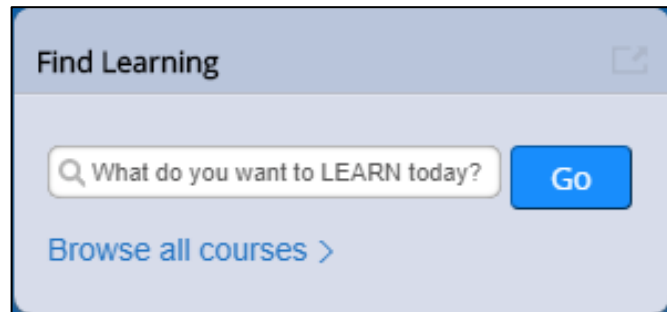
Statement of Responsibility

On your SuccessFactors: Home page, click on **Home** → **Learning** in the upper-left corner of the page

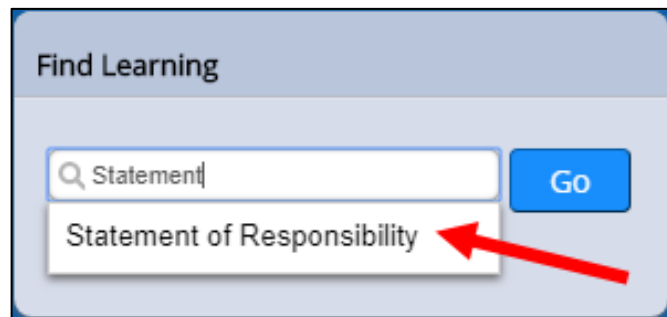


Finding the “Statement of Responsibility” WBT

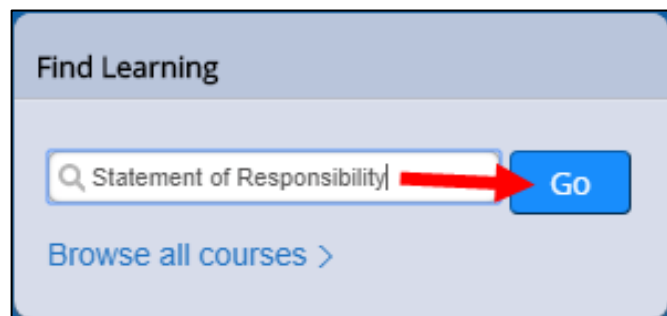
On your My Learning home page, locate the **Find Learning** tile



In the search field, start typing the word **Statement**
You should see the **Statement of Responsibility** appear in the drop-down box below the search field. You can stop typing after the word **Statement** and click your mouse directly on the title.

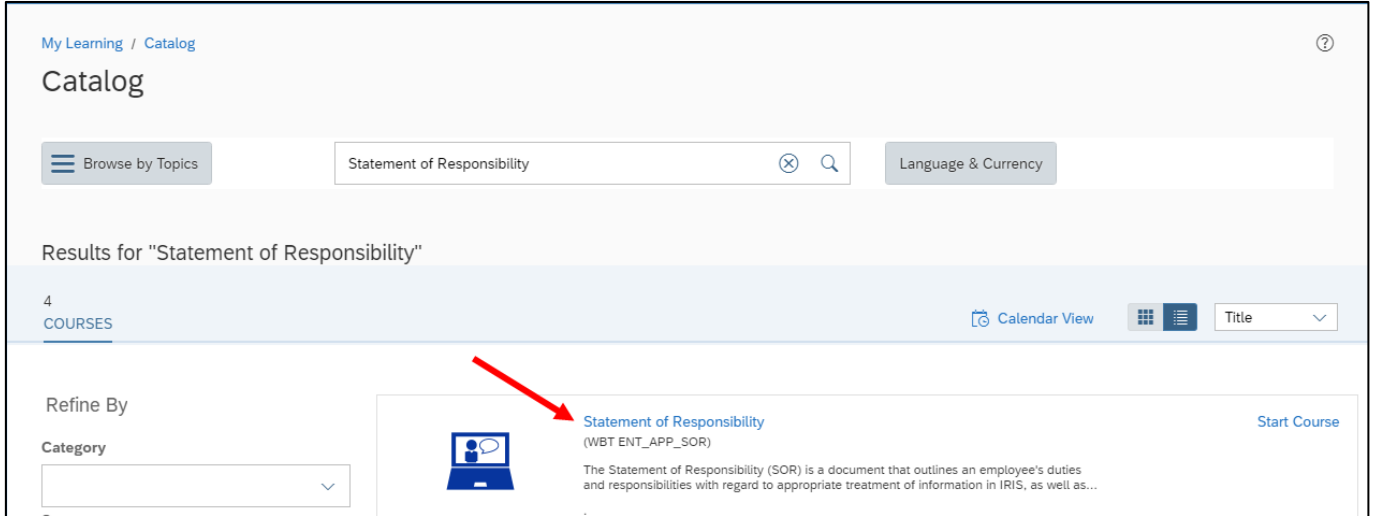


Once the full title is in the search field, simply click on the blue **Go** button



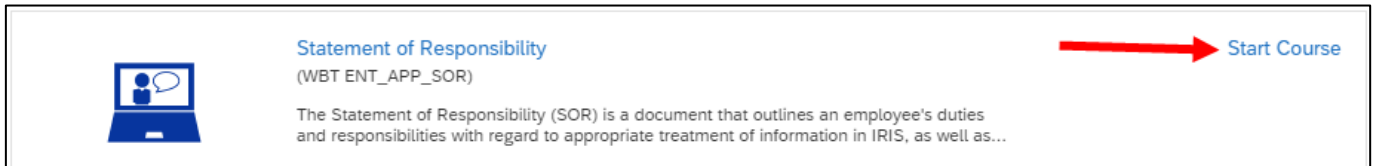
Completing the "Statement of Responsibility" WBT

The myUK Learning Catalog should now be open and displaying the **Statement of Responsibility** WBT.



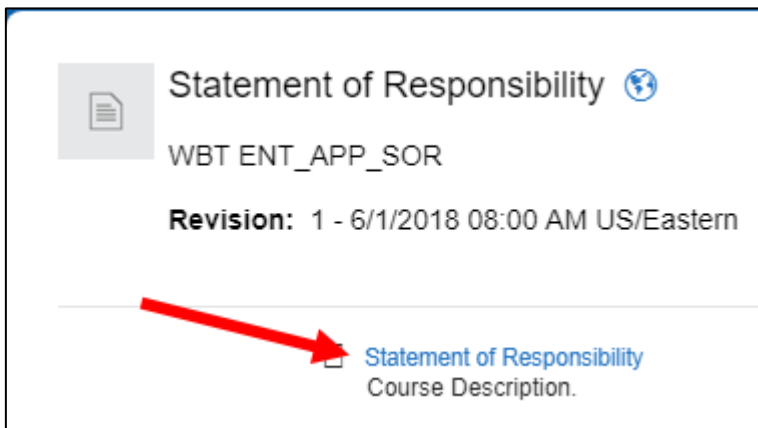
The screenshot shows the 'My Learning / Catalog' page. A search bar contains 'Statement of Responsibility'. Below the search bar, it says 'Results for "Statement of Responsibility"'. There are 4 courses listed. A red arrow points to the course titled 'Statement of Responsibility (WBT ENT_APP_SOR)'. The course description reads: 'The Statement of Responsibility (SOR) is a document that outlines an employee's duties and responsibilities with regard to appropriate treatment of information in IRIS, as well as...'. A 'Start Course' link is visible on the right side of the course entry.

You can either click on the **Start Course** link on the right side of the page...



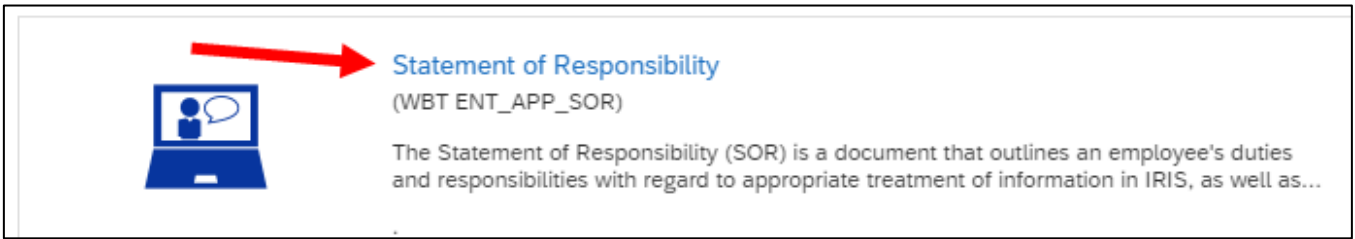
This is a close-up of the course entry from the previous screenshot. A red arrow points from the 'Start Course' link on the right side of the entry to the right edge of the image.

...and then click on the **Statement of Responsibility** title:



The screenshot shows the course description page. The title is 'Statement of Responsibility' with a globe icon. Below the title is 'WBT ENT_APP_SOR' and 'Revision: 1 - 6/1/2018 08:00 AM US/Eastern'. A red arrow points to the title 'Statement of Responsibility' above the 'Course Description.' text.

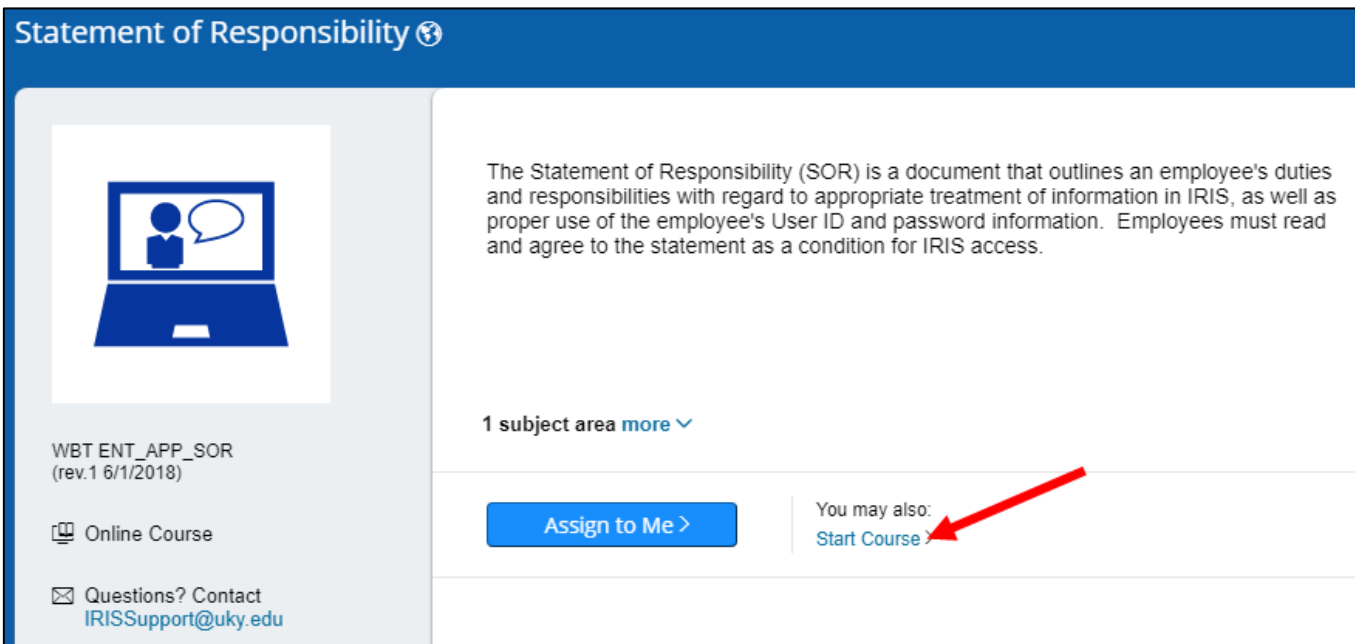
OR...click on the **Statement of Responsibility** course title...



Statement of Responsibility
(WBT ENT_APP_SOR)

The Statement of Responsibility (SOR) is a document that outlines an employee's duties and responsibilities with regard to appropriate treatment of information in IRIS, as well as...

...click on the **Start Course** link...



Statement of Responsibility ⓘ

The Statement of Responsibility (SOR) is a document that outlines an employee's duties and responsibilities with regard to appropriate treatment of information in IRIS, as well as proper use of the employee's User ID and password information. Employees must read and agree to the statement as a condition for IRIS access.

1 subject area [more](#) ▾

[Assign to Me >](#)

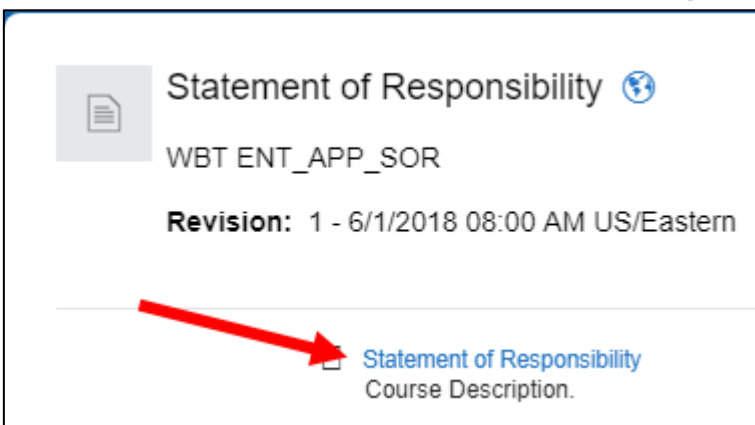
You may also: [Start Course >](#)

WBT ENT_APP_SOR (rev.1 6/1/2018)

Online Course

Questions? Contact IRISsupport@uky.edu

...and then click on the **Statement of Responsibility** title:



Statement of Responsibility ⓘ

WBT ENT_APP_SOR

Revision: 1 - 6/1/2018 08:00 AM US/Eastern

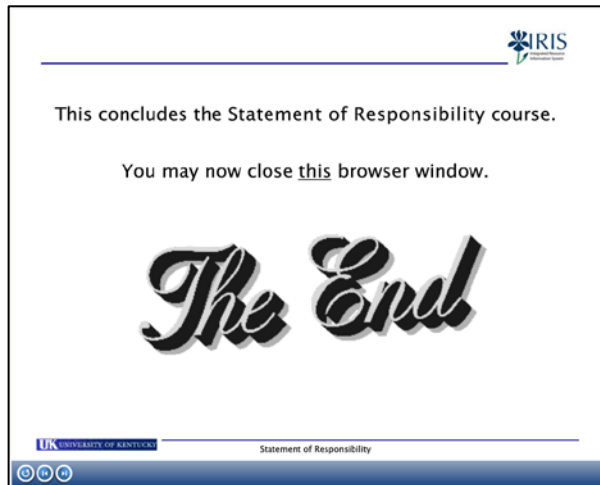
[Statement of Responsibility](#)
Course Description.

The **Statement of Responsibility** course will open in a separate browser window.

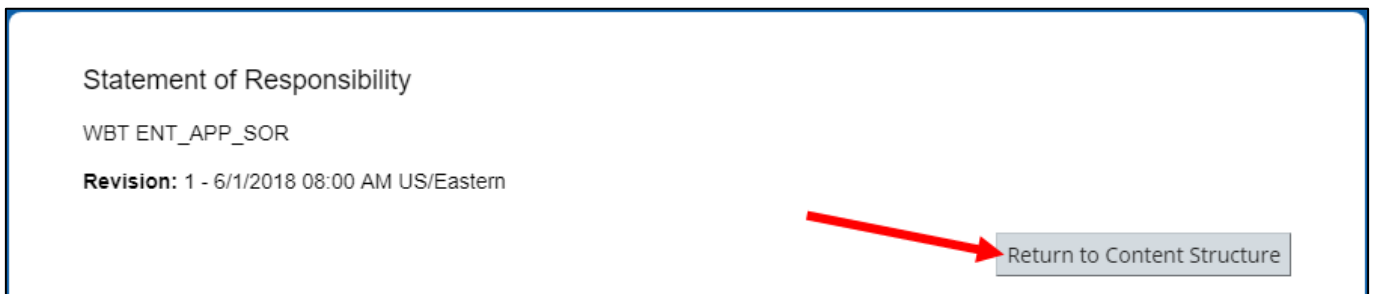
Use the **Forward** button in the lower-left corner of the slide to advance through the course



Once you reach the very last "The End" slide, you can simply close that browser window.



Upon returning to your myUK Learning page, click on the **Return to Content Structure** button



You should receive a green confirmation message that the course has been successfully completed:

