



Updating Your Time Zone and Date Formatting

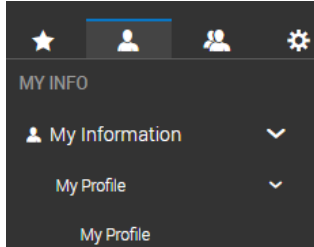
My Learning will send notifications when enrolling or completing certain courses. If your notifications do not appear to include dates and times that match your time zone, you can update your settings following the instructions in this job aid.

Update Your Time Zone

Your time zone is maintained in the main application. To update your time zone in the application, follow these steps.

- 1 From the global menu, select your **My Info** tab, then select **My Information > My Profile > My Profile**.
- 2 On your profile page, in the **Jump To** pane, click **Account Information**.
- 3 In the Account Information section, locate the **Time Zone** field and click the selection icon within the field.
- 4 In the pick list window, select your time zone.
- 5 On your profile page, verify the time zone showing in the Time Zone field is correct.
- 6 Click **Save**.

Note: If you do not see the time zone field in your profile, you will need to contact your HR or Payroll administrator to make this change.



Name	Description	Description
Marquesas Time	GMT+9:30	
Alaska	GMT-9:00	Y
Mexico (Pacific Time)	GMT-8:00	Y
Pacific	GMT-8:00	Y
Arizona	GMT-7:00	

Employee Profile

Max Blackburn
Employee ID: 1033 | Hired Date: 15 Nov, 1976 (43 Years, 9 Months, 18 Days) | Job Title: System Administrator

Main Payroll HR Edit Tabs

JUMP TO

- Account Information
- Managers
- Cost Centers
- Points
- Personal Information
- Dates
- Base Compensation
- Badges

Account Information

Username * Max.Blackburn Salutation Nickname


First Name * Max Middle Last Name * Blackburn

Suffix First Screen [Security Profile Default] Locale (Language & Format) Company Default

Currency Australian Dollar (\$) Time Zone Eastern

Update Your Date Format

The default date format for My Learning is MM/DD/YYYY. If you would like dates to appear in a different format, follow these steps.

- 1 Access the **Menu**  from anywhere in My Learning.
- 2 Select the **Pencil** to open My Profile.
- 3 Select arrow icon to expand the **Preferences** settings.
- 4 Select the **Format** field to change your date and time format.
- 5 Select **Save Changes**.

