Workday Learning Account Setup Guide

Oregon Department of Human Services
CHILD WELFARE
Equity, Training & Workforce Development
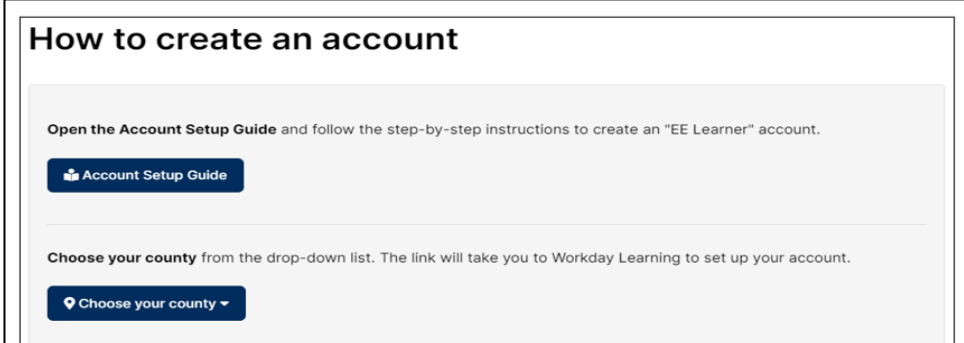
1) Create Account:

Each individual learner will need their own account and email address. Learners are unable to share email addresses or accounts.

To begin the process, hold down Ctrl Key+ click to follow link: Workday Learning for Resource Families

Go to "*How to create a new account"* section. Select "*Choose your county*".

Select your **Country** from the drop-down menu and click **Next Step**.
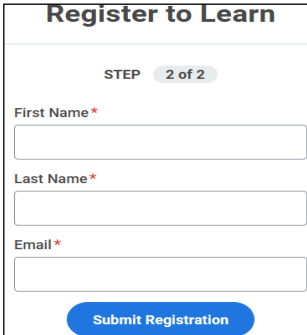
Type in your **First Name**, **Last Name**, and **Email** address. Click **Submit Registration**.
You will see a confirmation that your account details were submitted.

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2) Check Email Account:

Please allow five business days for account to be approved.

Once account is approved, you will receive 2 emails. Check your email account for the two approval emails. If you do not see them, please look in the *junk* or *spam* folders.
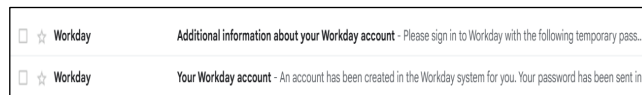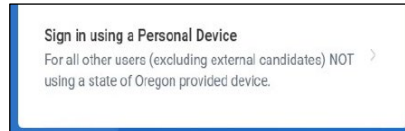

- "Your Workday account" email contains the **Username**.
- "Additional information about your Workday account" contains *temporary* **Password**.
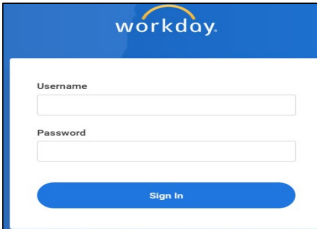
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3) Login:

Go to the Workday website and login, hold down Ctrl Key+ click to follow link:
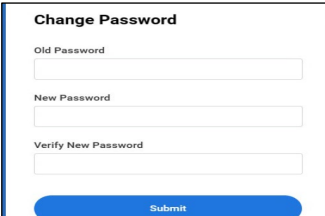https://wd5.myworkday.com/oregon

Select the option to "**Sign in using a Personal Device**".

Type in your **Username** and *temporary* **Password** from the Workday emails and click "**Sign In**".

Type your temporary password from the email into the "**Old Password**" field. Then enter a new password into the **New Password** and **Verify New Password** fields, then click **Submit**.

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**Passwords must contain a minimum of 10 characters (Uppercase, lowercase, numerals 0-9, and special character).

Select your **Security Questions**, type in your answers and click **Submit**:

If you would like Workday to remember your device for future login, select the checkbox and click **Submit**. Otherwise, click **Skip**.
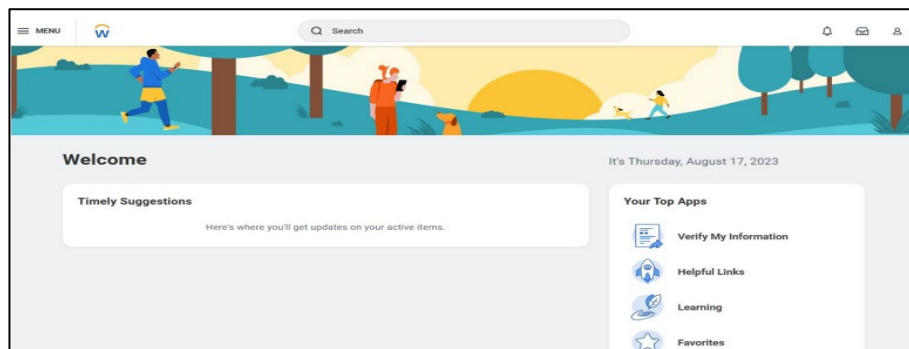

Here is the dashboard view of a Workday account:

Next Step - Training:

After you have successfully created a Workday account, learners are able to access training.

The following courses are required prerequisite trainings prior to attending RAFT:

- **ODHS – CW – Resource Parent Orientation Training (2hrs)**
- **ODHSOHA – HR – Mandatory Reporting of Child Abuse in Oregon (45-60min)**

Select link to access each course:
Resource Parent Orientation Training
Mandatory Reporting of Child Abuse in Oregon

*Each Resource/Adoptive Parent will need to log in on their own Workday Learning Account prior to selecting the link for Orientation and Mandatory Reporting. This will ensure all adult members of the resource family get credit for completion of the two prerequisite trainings.

Recommended Optional Trainings: Overview of the Child Welfare System and Expanding your Parenting Paradigm (General or Kinship).

- **ODHS – CW – Resource and Adoptive Family Training (RAFT)**

Resource and Adoptive Family Training (RAFT) is the ODHS Child Welfare certification training curriculum for all resource parents, relative resource parents, and pre-adoptive parents.

RAFT must be completed for all resource parents within 12 months of becoming a certified resource parent. The curriculum consists of nine, 3-hour sessions delivered via Zoom at a set date and time.

Select the link for each Session > Then Select Offering button > Choose Date/Time that works best for your schedule > Click OK. Repeat the process for all 9 sessions.

ODHS - CW - RAFT Session 1
ODHS - CW - RAFT Session 2
ODHS - CW - RAFT Session 3
ODHS - CW - RAFT Session 4
ODHS - CW - RAFT Session 5
ODHS - CW - RAFT Session 6
ODHS - CW - RAFT Session 7
ODHS - CW - RAFT Session 8
ODHS - CW - RAFT Session 9