Oregon Department of Human Services
CHILD WELFARE
Equity, Training & Workforce Development
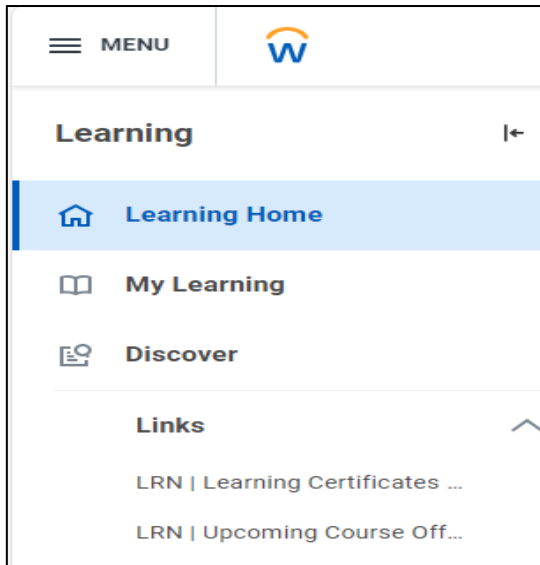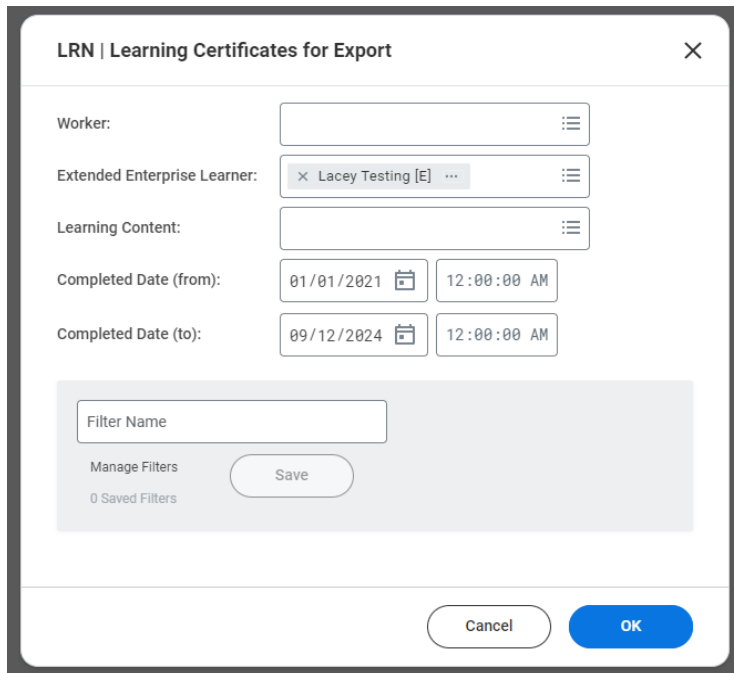
How to print a Certificate as an Extended Enterprise Learner in Workday Learning:

1) Log into Workday.
2) Click on **Menu** in top left corner.
3) Select **Learning** in the Apps list.
4) Click on **LRN | Learning Certificates**.

5) Click **OK**.

6) Completed trainings will appear in a list format. To download an individual Certificate for each training, click on the Print button on the lower left corner.

7) Allow approximately 30-45 seconds to generate Certificate.

8) Once processed, Certificate will appear.
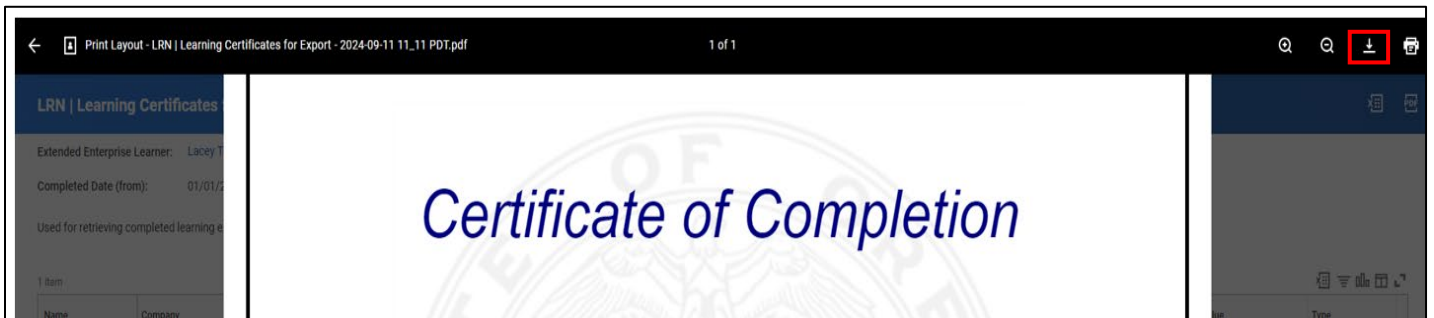
You can use the download button in the top right corner to download and save a copy of your PDF certificate.

NOTE: If you have multiple trainings, you will need to click the arrow button in the top center of the screen to click through to the certificate you wish to download.