
Workday Learning Extended Enterprise Learner Account



Learning

What we will cover




- Account Setup
 - Workday Webpage for Account Registration
 - Account Registration
 - Confirm Your Registration: Receiving Two Emails
 - Authentication Questions
 - Account Set Up Independent Guide
- Account Log In
 - Log in to Your Account
- Trainings
 - Preventing Discrimination and Harassment in the Workplace
- Summary of Links

ACCOUNT SET UP

Extended Enterprise Learner (EEL)

Extended Enterprise Learner (EEL) Resources

HR | Payroll | Learning

 Human Resources External Job Applicants Employee Resources Supervisory Manager Resources Specialized Roles Resources HR Help Contacts	 Payroll & Time Tracking Communications Employee Resources Supervisory Manager Resources Payroll Help Contacts 2024 Workday Processing Calendar	 Learning Extended Enterprise Learner Resources Learner Resources Supervisory Manager Resources Specialized Roles Resources Learning Help Contacts	Log in to Workday Featured Links Workday Terminology Browser/IT Support Extended Enterprise Learners ONLY, Create Learning Account
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Click on the hyperlink:

<https://www.oregon.gov/das/HR/Pages/Workday.aspx>

Create Your Workday Learning Account: Use OHA as the Affiliation

<https://www.oregon.gov/das/HR/Pages/Workday.aspx>

Create Your Workday Account

Find the name of the training or program you need, click on the title for additional information, then use the link to request your new Workday account. Allow up to 24 hours for your account request to be processed, requests made outside of standard business hours will be reviewed and processed on the next business day.

[Oregon Health Authority \(OHA\) Affiliation](#)

The Oregon Health Authority (OHA) offers community partners, providers, contractors, volunteers, and non-state affiliates access to training opportunities in relation to providing services on the behalf of OHA only. To browse and enroll for courses in the shared OHA learning catalog please use this link to create an account.

[Oregon Health Authority - Affiliation](#)

For additional information about this program, visit the [OHA Partners, Providers, Contractors, Volunteers, and Non-State Affiliates](#) webpage.

Sign in to an existing Workday account [here](#).

Account Registration: Step One


Register to Learn

STEP 1 of 2

Country* ?

United States of America ▼

Next Step


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Account Registration

Step Two

Register to Learn

STEP 2 of 2

First Name*

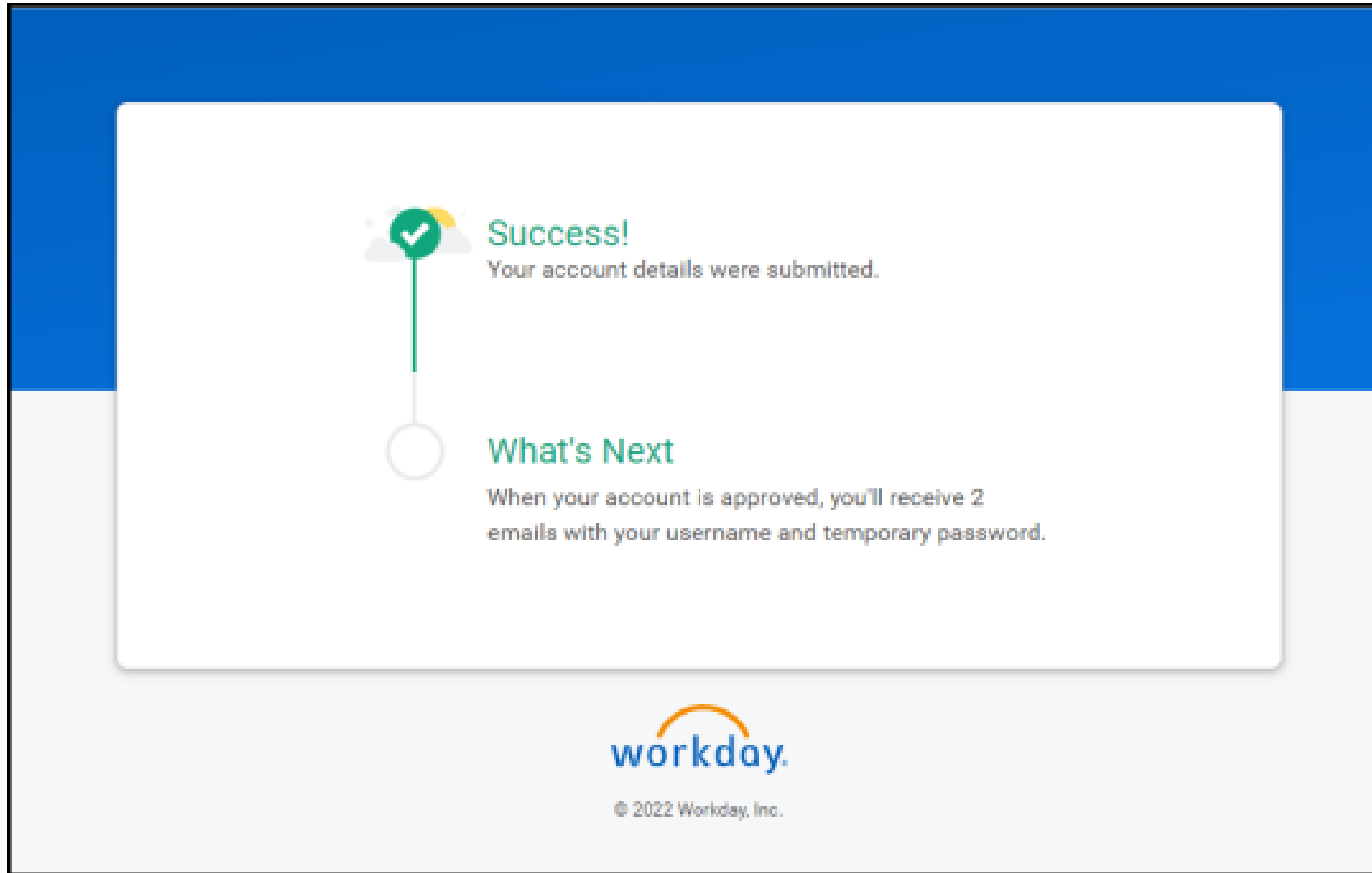
Last Name*

Email*

[Submit Registration](#)

[← Back to Previous Step](#)


Success Message and Next Steps



The image shows a screenshot of a success message and next steps screen. The screen has a blue header and a light gray footer. The main content area is white. On the left side, there is a vertical line with a green checkmark icon at the top and a white circle at the bottom. The text "Success!" is in bold green, followed by "Your account details were submitted." in gray. Below this, "What's Next" is in bold green, followed by "When your account is approved, you'll receive 2 emails with your username and temporary password." in gray. At the bottom center, the Workday logo is displayed, consisting of an orange arc above the word "workday." in blue. Below the logo is the copyright notice "© 2022 Workday, Inc."

Success!
Your account details were submitted.

What's Next
When your account is approved, you'll receive 2 emails with your username and temporary password.


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Next Steps: Confirming Your Registration

- You will receive two emails, either:
 - **Two (2) from Workday**, one with your Username and one with your temporary password.
 - or
 - **One (1) from Workday** with your temporary password and **one (1) from the agency reviewer** with your Username.

Follow the instructions provided in the emails.

Identify and Answer Challenge Questions

From the Password Challenge Questions screen,

1. Click the *drop-down arrow* to select your four Challenge Questions.
2. Provide an answer for each Challenge Question.
3. Select *OK*.
 - You have successfully identified your Challenge Questions. The *Forgot Password Self-Serve* feature is now activated and available for your use.
4. Continue navigating your account.

You have successfully created your account.

Password Challenge Questions

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember

Select the First Security Challenge Question *

New Answer *

Select the Second Security Challenge Question *

New Answer *

Select the Third Security Challenge Question *

New Answer *

Select the Fourth Security Challenge Question *

New Answer *

Extended Enterprise Learner Account Set Up Independent Guide

<https://www.oregon.gov/das/HR/Pages/Workday.aspx>

HR | Payroll | Learning



Human Resources

[External Job Applicants](#)

[Employee Resources](#)

[Supervisory Manager Resources](#)

[Specialized Roles Resources](#)

[HR Help Contacts](#)



Payroll & Time Tracking

[Communications](#)

[Employee Resources](#)

[Supervisory Manager Resources](#)

[Payroll Help Contacts](#)

[2024 Workday Processing Calendar](#)



Learning

[Extended Enterprise Learner Resources](#)

[Learner Resources](#)

[Supervisory Manager Resources](#)

[Specialized Roles Resources](#)

[Learning Help Contacts](#)

Log in to Workday

Featured Links

[Workday Terminology](#)

[Browser/IT Support](#)

[Extended Enterprise Learners ONLY](#)

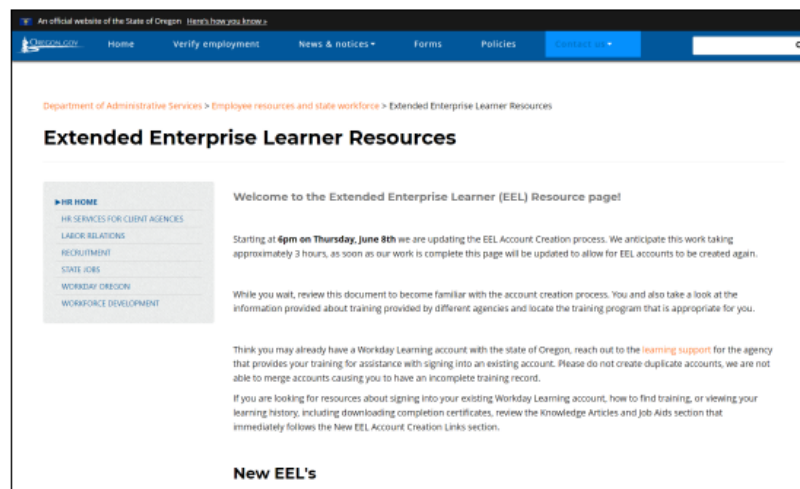
[Create Learning Account](#)

Account Set Up Independent Guide

Create an Extended Enterprise Account

Step 1: Visit the Extended Enterprise Learner Resource page

The Extended Enterprise Learner (EEL) Resources page (<https://www.oregon.gov/das/HR/Pages/WDL-EEL-Resources.aspx>) will provide information about training available to learners that are not employees or contingent workers for the state of Oregon. These learners have business with the state or are required to take state provided training.



[Link to PDF document:](#)




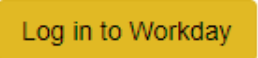
https://www.oregon.gov/das/HR/Documents/LRN_CreateUpdateEELAccount_JA.pdf

ACCOUNT LOG IN

Log in to Workday

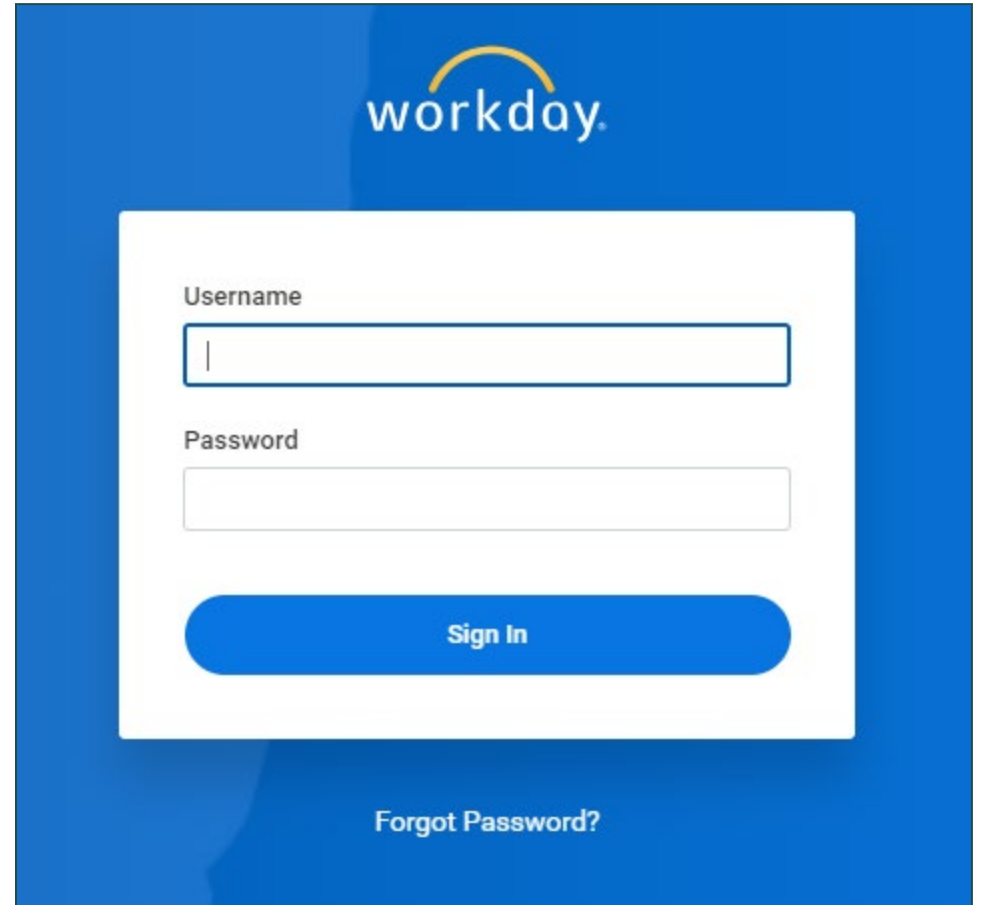
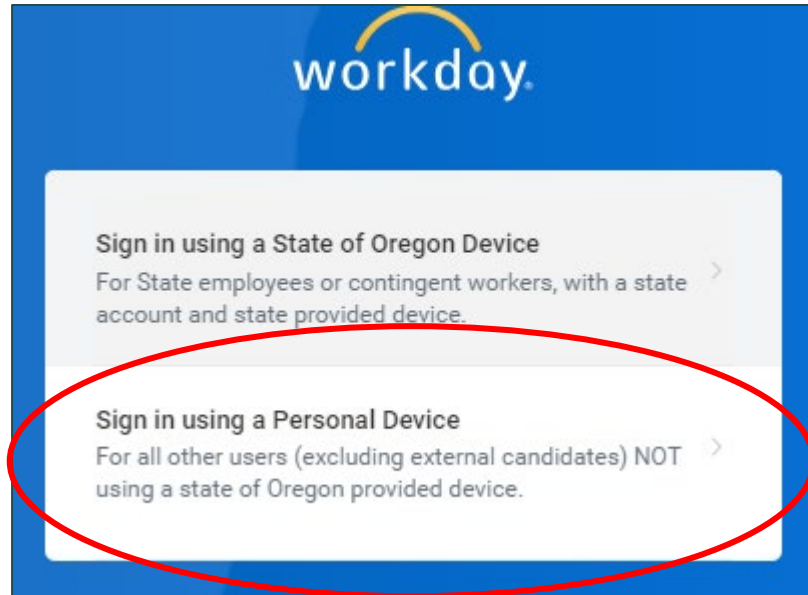
Log in to Workday:

HR | Payroll | Learning

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<https://www.oregon.gov/das/HR/Pages/Workday.aspx>

Log in to Workday:



<https://wd5.myworkday.com/wday/authgwy/oregon/login.html>

TRAININGS

- **Preventing Discrimination and Harassment in the Workplace**

Preventing Discrimination and Harassment in the Workplace

OHA - HR - 2024 Preventing Discrimination and Harassment in the Workplace

Oregon state government is committed to creating and maintaining a professional and respectful workplace free of discrimination or harassment. This training is for employees, volunteers, and board and commission members. NOTES: This is an interactive course. Please contact OHA Training if you need an alternate version. The course discusses themes of sexual harassment, general workplace harassment, and discrimination. This information may be emotionally challenging. Please contact OHA Training if you have questions or concerns. (smj)

[Hide All](#) ^

[https://wd5.myworkday.com/oregon/email-universal/inst/17816\\$9413/rel-task/2998\\$29489.html](https://wd5.myworkday.com/oregon/email-universal/inst/17816$9413/rel-task/2998$29489.html)

Summary of Links

Workday webpage

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Trainings

- [Preventing Discrimination and Harassment in the Workplace](#)