
Workday Learning

Extended Enterprise Learner Account

and Required Trainings



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
- Required Trainings
 - New member
 - Annual
- 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

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Log in to Workday

Featured Links

[Workday Terminology](#)

[Browser/IT Support](#)

[Extended Enterprise Learners ONLY, Create Learning Account](#)

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*

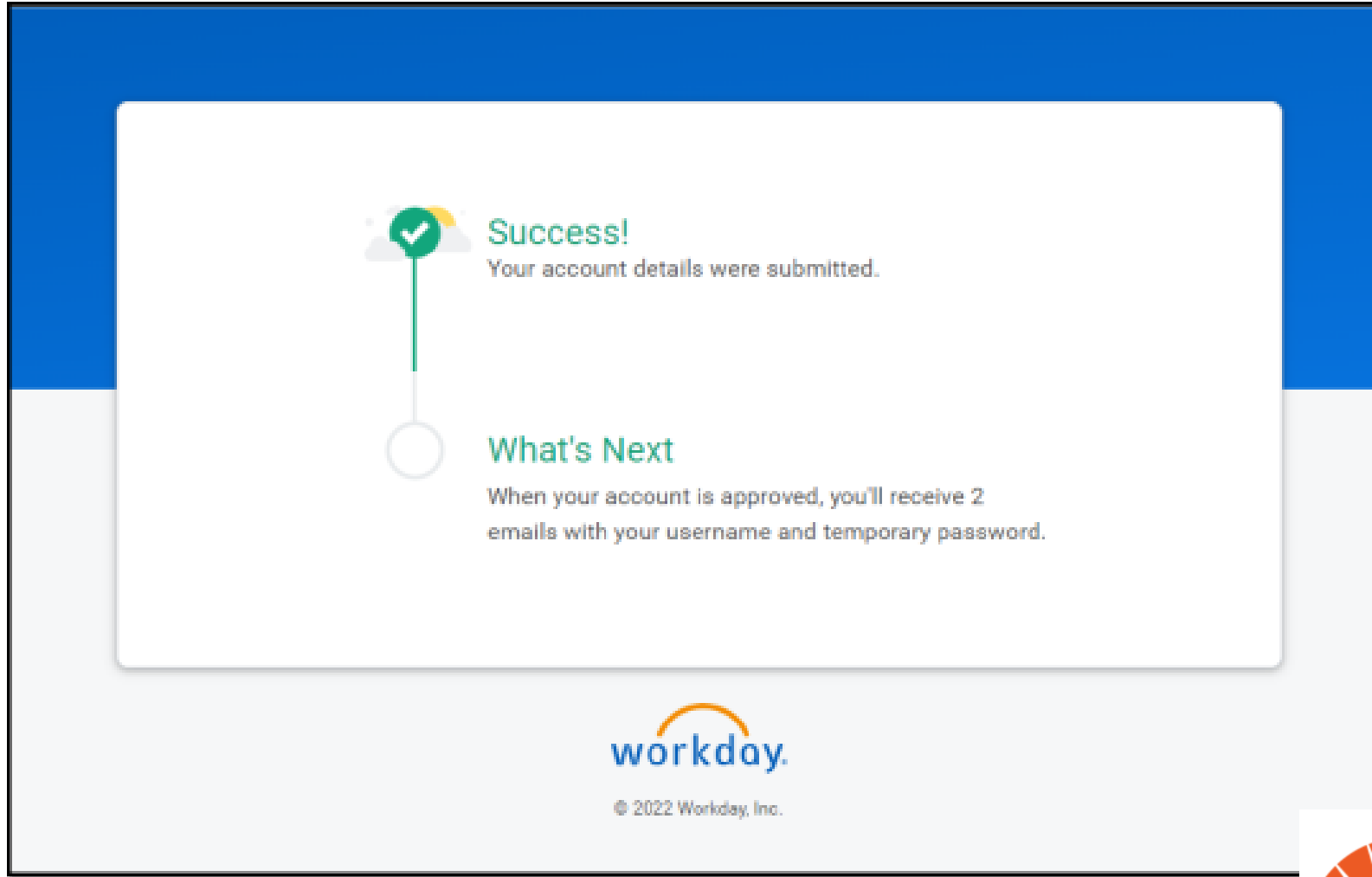
Last Name*

Email*

[Submit Registration](#)

[← Back to Previous Step](#)

Success Message and Next Steps



The screenshot shows a success message from Workday. It features a green checkmark icon in a circle, connected by a vertical line to a white circle below it. The text reads: "Success! Your account details were submitted." Below this, it says "What's Next" followed by "When your account is approved, you'll receive 2 emails with your username and temporary password." At the bottom of the message box is the Workday logo and 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.

workday.
© 2022 Workday, Inc.

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 * select one

New Answer *

Select the Second Security Challenge Question * select one

New Answer *

Select the Third Security Challenge Question * select one

New Answer *

Select the Fourth Security Challenge Question * select one

New Answer *

OK Cancel

Extended Enterprise Learner Account Set Up Independent Guide

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

HR | Payroll | Learning



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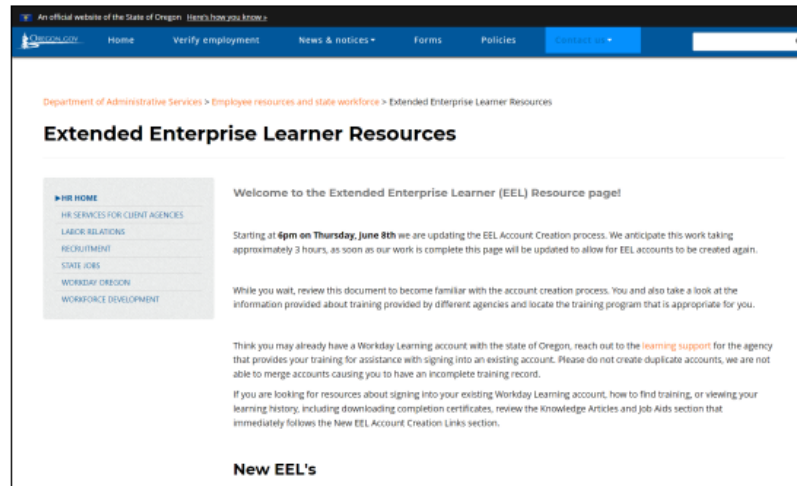
[Create Learning Account](#)

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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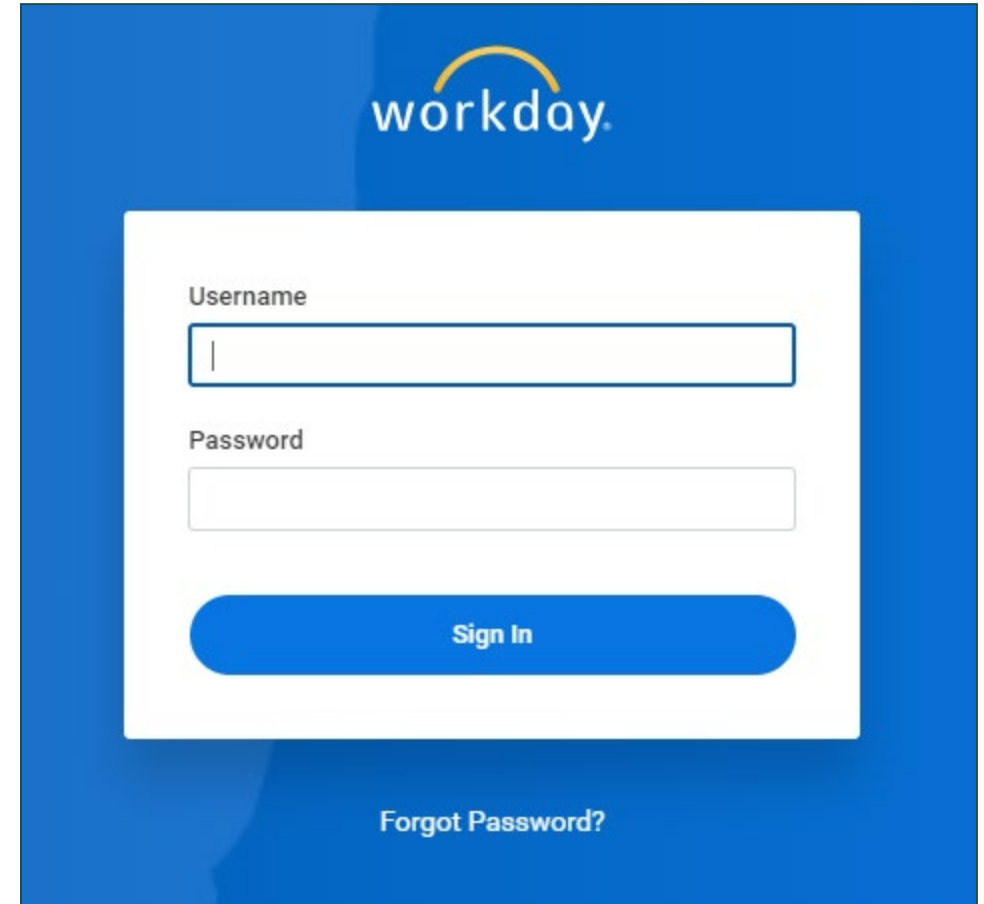
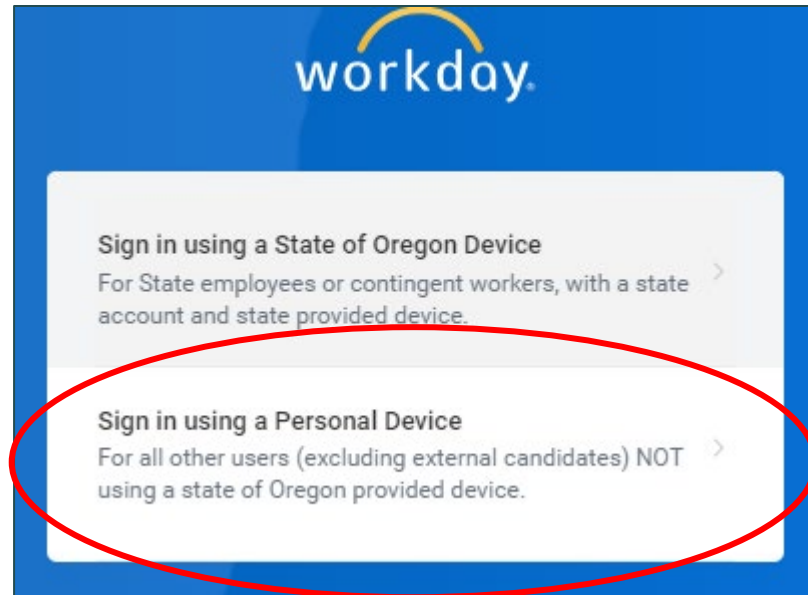
[Browser/IT Support](#)

[Extended Enterprise Learners ONLY,](#)

[Create Learning Account](#)

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

Log in to Workday:



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



REQUIRED TRAININGS

New member trainings

<https://wd5.myworkday.com/oregon/learning/program/1b9f6aa4a110100169ee8fc14b5f0001?metadataEntryPoint=%2Foregon%2Flearning&type=2d29754fdb8e100008b50ff6bc94003b> –

To be completed within six months of joining a council

- Overview of Boards and Commissions
- Preventing Discrimination and Harassment in the Workplace
- Information Security and Privacy Awareness

DAS – CHRO – 2024 New Board/Commission Member Required Training

State law and policy requires all new board and commission members, and executive directors of a small entity to complete three online courses administered by the Department of Administrative Services (DAS) within six months of their appointment.

To meet the requirement, the following three courses will be assigned to all new board and commission members, and executive directors of a small entity:...

[Show All](#) ▼

Program Length

3 items

Delivery Mode

Self-Directed



Annual member trainings

<https://wd5.myworkday.com/oregon/learning/program/2b4e2d862bcb1001a0e69f0bbe350001?metadataEntryPoint=%2Foregon%2Flearning&type=2d29754fdb8e100008b50ff6bc94003b> -

To be completed each year of a member's term

- Information Security and Privacy Awareness
- Preventing Discrimination and Harassment in the Workplace

DAS – CHRO – 2024 Annual Board/Commission Member Required Training

State law and policy requires all current board and commission members to complete two online courses administered by the Department of Administrative Services (DAS) annually for the duration of their appointment.

To meet the requirement, the following two courses will be assigned to all current board and commission members:...

[Show All](#) ▼

Program Length

2 items

Delivery Mode

Self-Directed



Optional and encouraged: Public Records

DAS - CHRO - Public Records

The purpose of this training is to ensure public records are managed and maintained appropriately. This training meets the education and training requirement as stated in the statewide [Public Records Management policy](#) (107-001-020).

<https://wd5.myworkday.com/oregon/learning/program/ef918a06539d1001fb4533e3e3330000?metadataEntryPoint=%2Foregon%2Flearning&type=2d29754fdb8e100008b50ff6bc94003b>

Summary of Links

Workday webpage

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

Extended Enterprise Learner Resources page

- <https://www.oregon.gov/das/HR/Pages/WDL-EEL-Resources.aspx>

Workday Log In

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

Account Set Up Independent Guide

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

Trainings

New member required training:

- [DAS – CHRO – 2024 New Board/Commission Member Required Training](#)

Annual required training:

- [DAS – CHRO – 2024 Annual Board/Commission Member Required Training](#)