



## Extended Enterprise Learner – Account Creation and Update

This job aid provides step-by-step instructions on how a State of Oregon partner can create and update an Extended Enterprise Learner account in Workday.

## Why this is important to Partners of the State of Oregon

Workday Learning replaced iLearnOregon on June 16, 2021. To continue taking required state trainings for licensure, continuing education, job requirements and more, partners and other affiliates of the state need to create a Workday Learning account as described.

## Create an Extended Enterprise Learner Account in Workday

1. Access the Workday Learning External Portal at the following link:  
<https://workdaylearning.dasapp.oregon.gov/>
2. From the Register screen, fill-in the fields to create a Workday Learning account:

Workday Learning External Portal

### Register

Create a Workday Learning account or [Log In](#) to Workday

First Name\*

Middle Name / Initial

Last Name\*

Email Address\*

Confirm Email Address\*

Phone Number\*

Affiliation\*

\* Required

Register

When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

**Please notice** that if you already have [Workday Oregon](#) account then you do not need to register here.

- a. All fields with an asterisk (\*) are required
- b. Though not required, a middle name will help identify your account faster when needing support.
- c. Email address can only connect to one Workday account.
- d. For the *Affiliation* box, choose the agency you primarily work with. In most cases, that will be the Oregon Health Authority (listed as *Health Authority*) or the Oregon Department of Human Services (listed as *Human Services*). Despite the instructions on the form, please do NOT choose *State of Oregon* without first speaking with your primary contact person at the State.

Workday Learning External Portal

Affiliation\*

State of Oregon

Department of Revenue

Education

Forestry

Health Authority

Judicial Department

Office of Emergency Management

Department of Consumer

Department of Justice

Fish and Wildlife

Higher Education

Human Services

Parks and Recreation Department

Public Safety Standard and Training

Board of Nursing

Office of State Fire Marshal

Public Employees Retirement System

Youth Authority

Affiliation\*

\* Required

Register

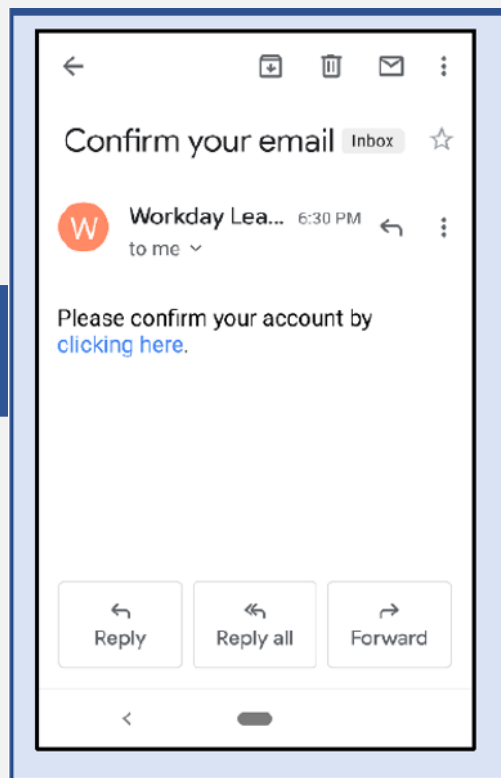
When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

**Please notice** that if you already have [Workday Oregon](#) account then you do not need to register here.

3. When finished, click the *Register* button.
4. Confirm and finalize your registration. Check your email. You will receive 3 emails as you finish this process. All emails will be sent to the email address used to register your account.

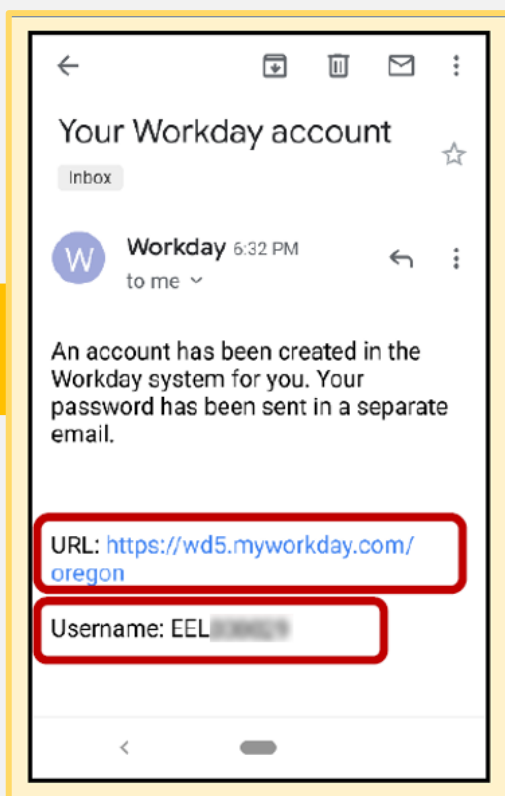
- a. After you submit your registration, you will receive an email (#1) to confirm your request to create a Workday account. Click the hyperlink in this email to confirm your registration.

#1



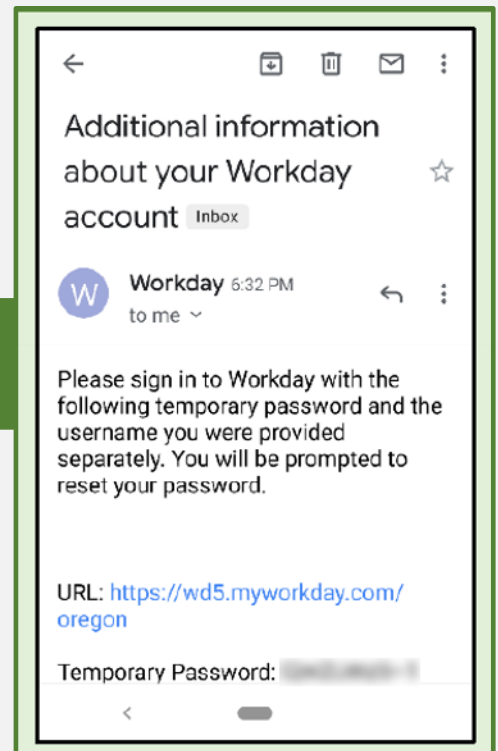
- b. After you confirm your registration in the first email, you will receive another email (#2) providing your Workday username. Your username is also referred to as your EEL number. It is **important that you remember this username**, as you will use it to log into your Workday Learning account.

#2

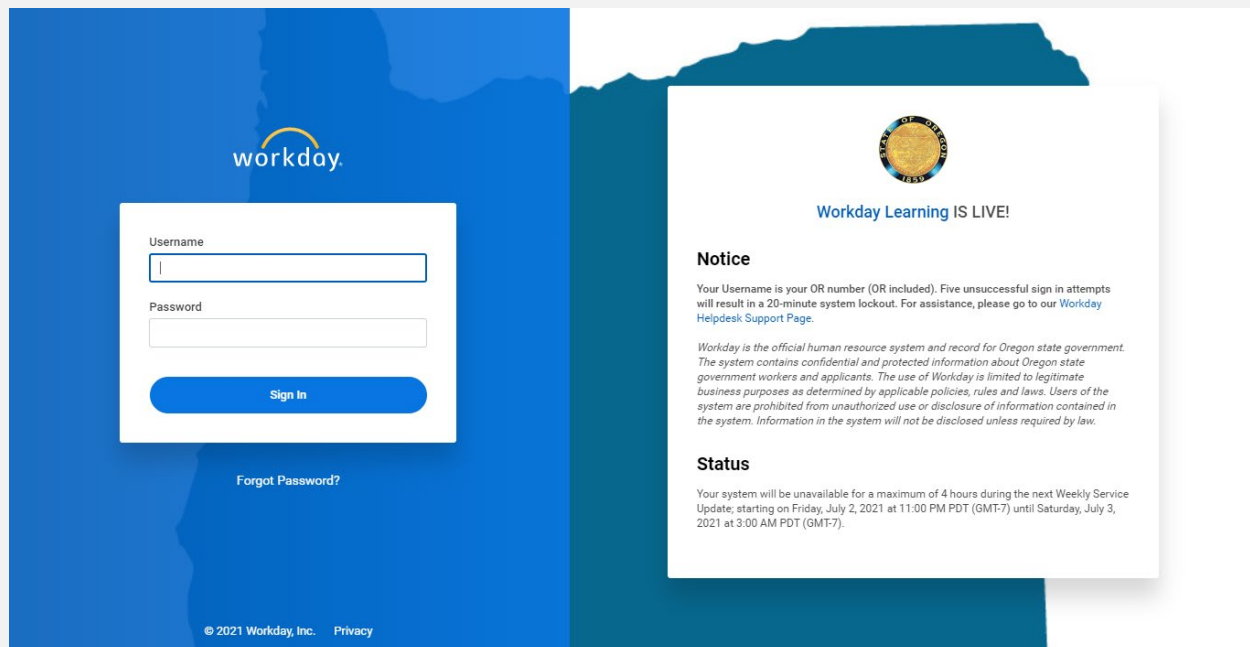


- c. At about the time you get email #2, you will receive a final email. This email (#3) will contain your temporary password.

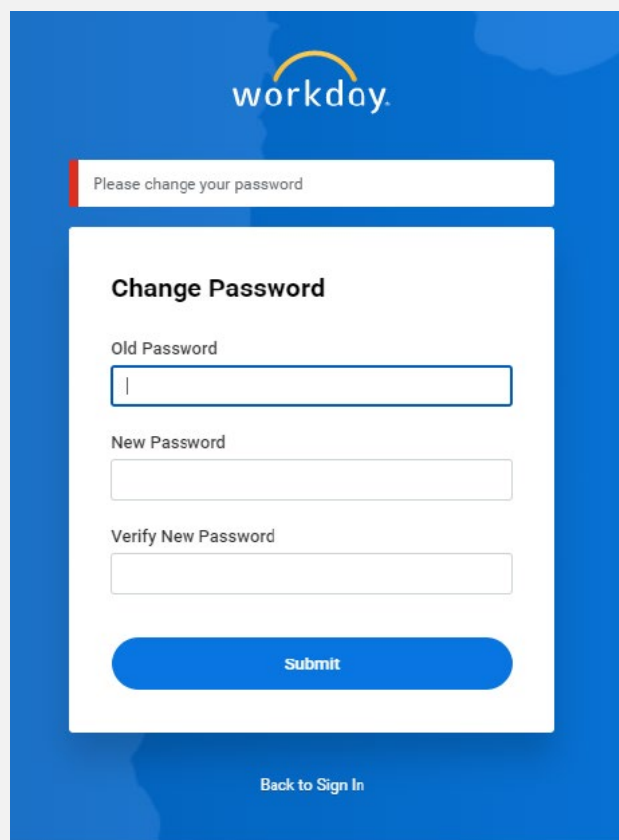
#3



5. Log into your Workday account with your username (from email #2) and temporary password (from email #3). Use the URL provided in either email to access the Workday login page.

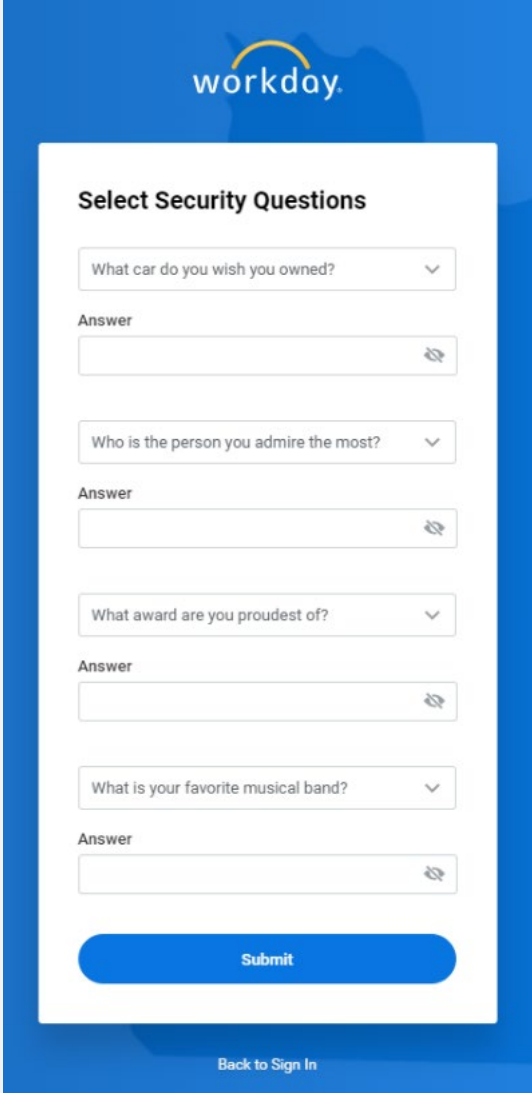


6. Reset your password:
  - a. Enter your temporary password from email #3 as your *Old Password*.
  - b. Enter a new password of your choice. It is **important that you remember this password**, as you will use it to log into your Workday Learning account.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is located at the bottom of the form. A link labeled 'Back to Sign In' is positioned at the bottom right of the page.

7. Choose your security questions and provide answers.
  - a. Click on the drop-down arrow to select each of your four security questions.
  - b. Provide an answer for each question. It is **important that you remember the exact answers to these questions**. You will use answers to two of these questions every time you log into your Workday Learning account.
  - c. Press the *Submit* button.

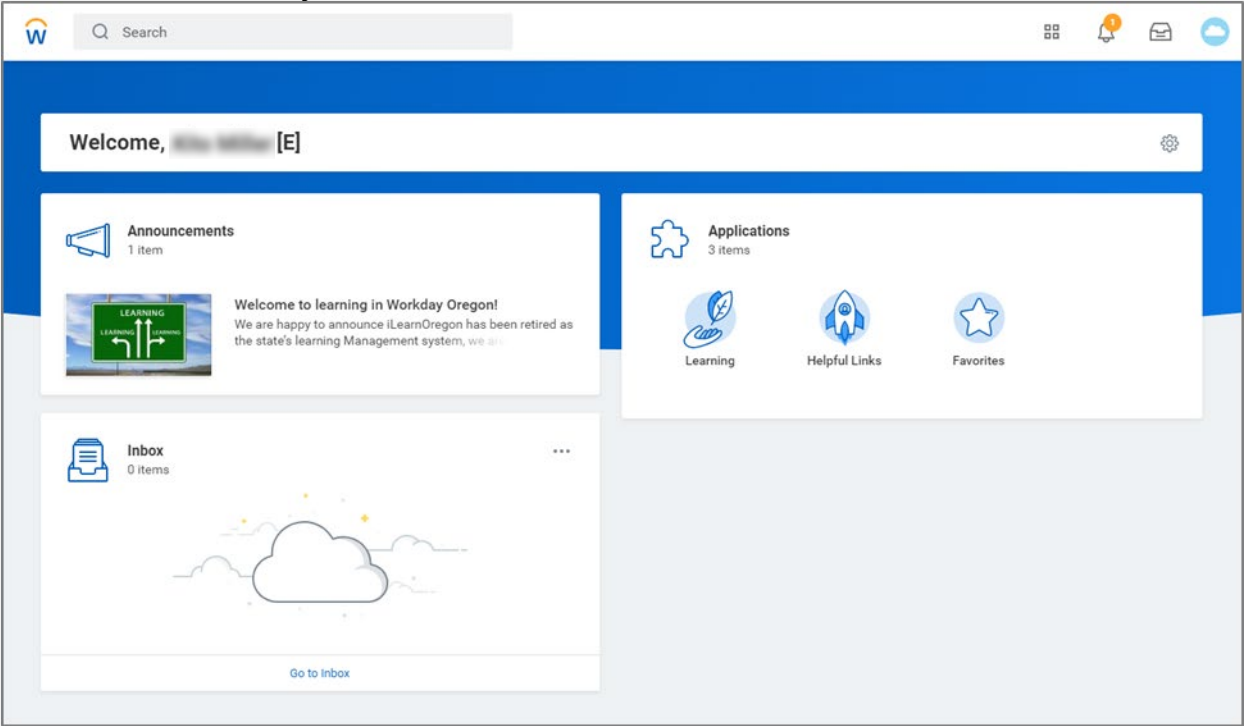


The screenshot shows the 'Select Security Questions' page in the Workday Learning interface. The page has a blue header with the Workday logo. The main content area is white and contains four security questions, each with a drop-down menu for selection and a text box for the answer. The questions are: 'What car do you wish you owned?', 'Who is the person you admire the most?', 'What award are you proudest of?', and 'What is your favorite musical band?'. Each answer box has a small icon to the right, likely for password strength or visibility. At the bottom of the form is a blue 'Submit' button. Below the form, there is a link that says 'Back to Sign In'.

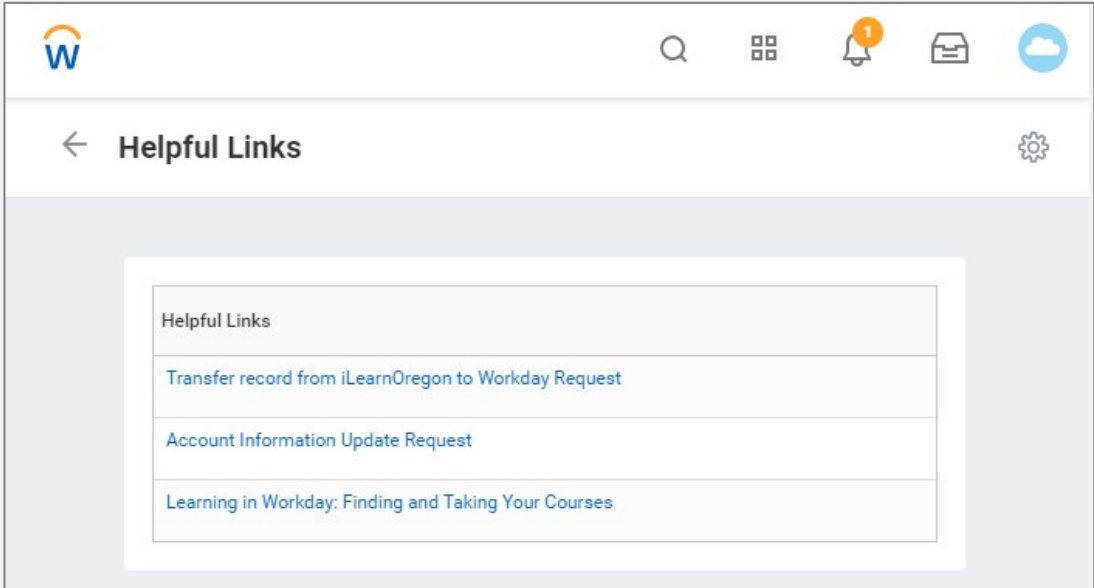
8. You have successfully created your Workday Learning account as an Extended Enterprise Learner.

Update Your Workday Learning Account

- 1. When you log into Workday, you will arrive at the Workday homepage – also called the Workday dashboard.



- 2. Click the *Helpful Links* icon on the dashboard to reveal the following:



- a. Click the link *Transfer records from iLearnOregon to Workday Request* to have your training records from iLearn transferred to your new Workday account.
- b. Click the link *Account Information Update Request* to open a form and request any changes to your account information.
- c. Click the link *Learning in Workday: Finding and Taking Your Courses* to take a course in Workday on the topic.

**\* \* \* END OF JOB AID \* \* \***