



Create a New Workday Learning Account

This job aid explains how a Partner or Provide of the Oregon Department of Human Services (ODHS) who needs to take training with the state (called an Extended Enterprise Learner) creates a new Workday Learning account.

Why this might be important to you

Before someone who is not a state employee can take training through the state's learning management system called Workday, they must first create a Workday Learning account.

How to Create a New Workday Learning Account

1. As part of your onboarding process, you should have been asked if you already have a Workday Learning account from prior employment or engagement with a state agency.

NOTE: This must be an Extended Enterprise Learner (EELearner) account with the state of Oregon; Workday accounts with county governments or other organizations' systems will not transfer.

If you already have a previous state Workday Learning account, the person helping you with onboarding to your new role should have your previous account updated with your current information. You will not need to create a new account.

2. If you do not have a prior account in Workday, you will create one in one of the two following ways:
 - a. The person helping to onboard you in your new role will give you an onboarding packet with a link specific to the new organization you work for or job you have. Click that link, then continue to Step 3 below.

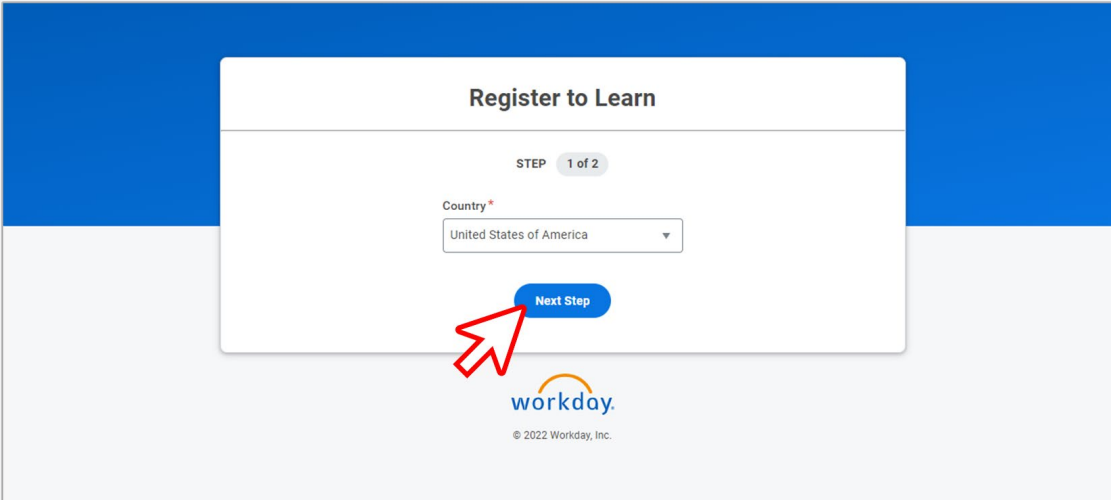
b. If you have not received a link specific to the new organization you work for, click one of the links below to create an account associated with the ODHS Program you provide your services through:

- [Aging and People with Disabilities](#)
- Child Welfare
 - [Contract Providers](#)
 - [ICPC](#)
 - [ILP](#)
 - [Resource/Adoptive Parents](#)
 - [Treatment Services](#)
 - [Tribes](#)
 - [All other services](#)
- [Office of Development Disabilities Services](#)
- [Office of Training Investigations & Safety \(OTIS\)](#)
- [Self-Sufficiency Programs](#)
- [Vocational Rehabilitation](#)

Once you click one of these links, continue to Step 3 below.

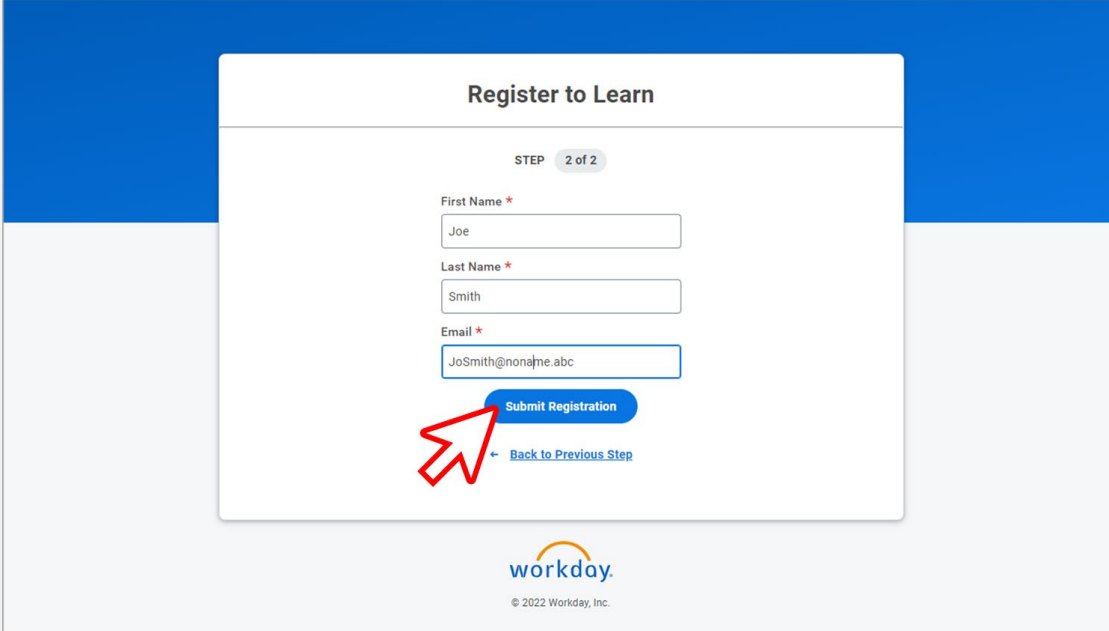
If you're not sure of the exact ODHS Program that you provide your services through, make your best guess. If you need to be switched to a different Program, ODHS staff will be glad to help you do that.

3. Your first step will be to select the country you live in. Select the United States and click the *Next Step* button.



The screenshot shows a registration form titled "Register to Learn" with a progress indicator "STEP 1 of 2". The "Country" field is a dropdown menu currently showing "United States of America". A blue "Next Step" button is located below the dropdown, with a red mouse cursor pointing to it. At the bottom of the form, the Workday logo and the text "© 2022 Workday, Inc." are visible.

4. On the *STEP 2 of 2* screen, enter your first name (given name), last name (surname), and email address you want associated with this account. In the future, you will need to access this email account to reset your password. Click the Submit Registration button to complete your request for a new account.



Register to Learn

STEP 2 of 2


First Name *
Joe

Last Name *
Smith

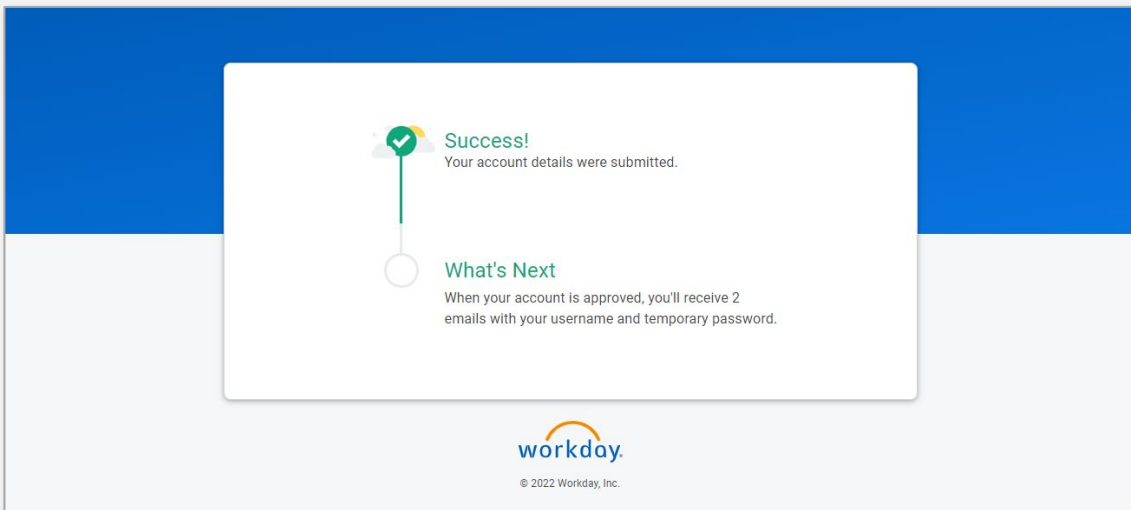
Email *
JoSmith@nonajne.abc

[Submit Registration](#)

[← Back to Previous Step](#)


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5. The last screen you will see tells you (1) you've successfully completed the account request, and (2) the next step is that your request needs to be approved. New account approvals can take up to 3-5 business days to process – though most are approved in less than 24 hours.



Once your account is approved, you can start taking training in Workday Learning.

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