

# Create an Extended Enterprise Account for WIC Staff

There are two ways to get to the link to register for a Workday Learning account for WIC.

## Method 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.

This link is appropriate for people who are not WIC staff such as community partners, non-WIC staff in your county office, or a health care provider.

People using this link must scroll down the page until they find “OHA/WIC Affiliation.” (it’s about 7 agencies down the page)

The screenshot shows the 'Extended Enterprise Learner Resources' page. It includes a navigation menu on the left with options like 'HR HOME', 'HR SERVICES FOR CLIENT AGENCIES', 'LABOR RELATIONS', 'RECRUITMENT', 'STATE JOB', 'WORKDAY ORIGIN', and 'WORKFORCE DEVELOPMENT'. The main content area has a welcome message and instructions for creating an account. A red arrow points to the 'OHA | WIC Affiliation' link under the 'New EEL's' section. Below this link, there is a list of 'Account Creation Links' with an accordion content area. The 'OHA | WIC Affiliation' link is highlighted, and a red arrow points to it. Below the link, there is a list of 'Account Creation Links' with an accordion content area. The 'OHA | WIC Affiliation' link is highlighted, and a red arrow points to it. Below the link, there is a list of 'Account Creation Links' with an accordion content area. The 'OHA | WIC Affiliation' link is highlighted, and a red arrow points to it.

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## Method 2: Go directly to the OHA/WIC Affiliation Account Creation page

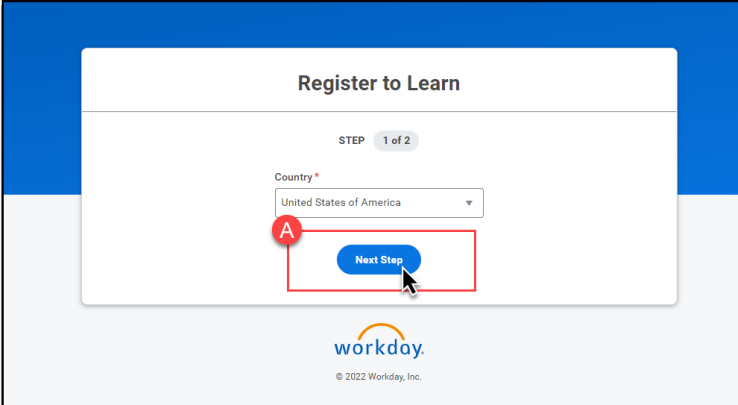
This method takes the user directly to the first step to create an account. This link will take you there:

<https://tinyurl.com/WIC-LInk-4-Workday-Acct>

No matter how you get there, the next steps are the same.

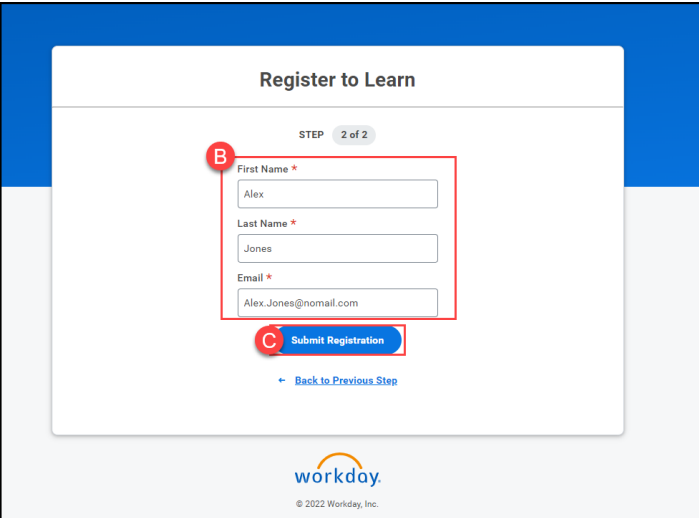
### Step 1: Request account

On the first screen (STEP 1 of 2) you will select Next Step (A)



The screenshot shows the 'Register to Learn' form at Step 1 of 2. The form has a title 'Register to Learn' and a progress indicator 'STEP 1 of 2'. Below the title is a 'Country\*' dropdown menu with 'United States of America' selected. A red box labeled 'A' highlights the 'Next Step' button. The Workday logo and copyright notice '© 2022 Workday, Inc.' are visible at the bottom.

The next screen (STEP 2 of 2) Enter your First & Last Name and Email address (B), then click Submit Registration (C).



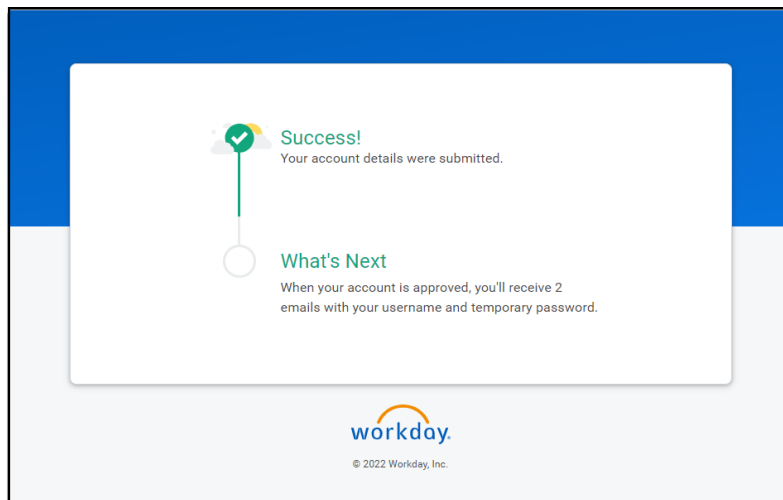
The screenshot shows the 'Register to Learn' form at Step 2 of 2. The form has a title 'Register to Learn' and a progress indicator 'STEP 2 of 2'. Below the title are three input fields: 'First Name \*' with 'Alex', 'Last Name \*' with 'Jones', and 'Email \*' with 'Alex.Jones@nomail.com'. A red box labeled 'B' highlights these fields. Below the fields is a 'Submit Registration' button, highlighted with a red box labeled 'C'. A 'Back to Previous Step' link is also visible. The Workday logo and copyright notice '© 2022 Workday, Inc.' are visible at the bottom.

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## Success!

Your account request has been submitted for review.

If you are requesting an account outside of regular business hours, your request will be reviewed the *following business day*.



If during the review process it is discovered that you already have an EEL account, you will receive an email notification with next steps from the reviewer.

## Step 3: Sign into your Workday Learning account

You will receive two emails, either:

- Two emails from Workday,
  - one with your Username and
  - one with your temporary password.

**OR**

- Two emails from different senders:
  - one from Workday with your temporary password and
  - one from the agency reviewer with your Username.

Follow the instructions provided in those messages.