The Extended Enterprise Learner Account

Job Aid Purpose
This job aid provides step-by-step instructions on how to create and update an Extended Enterprise account.

Supplemental Resources
The following companion-based resources support this job aid:
- The Extended Enterprise Learning Account Creation eLearning (available starting the week of May 24th)

Intended Audience
Individuals with the following Workday Learning roles:
- Extended Enterprise Learners

Revision Date
This document was revised on June 11, 2021. Disregard all previous iterations.

Questions and Assistance
For additional resources and information, visit the Workday Learning webpage: https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx

Icon Key

![Additional Information]

![Reminder/Remember]

![Important]
The Extended Enterprise Learner Account

Create an Extended Enterprise Account

Step 1: Access the Workday Learning External Portal

From the Workday Learning Support webpage,

1. Select Create Extended Enterprise Account.

The Create Extended Enterprise Account link will activate on June 16, 2021.
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Step 2: Create Extended Enterprise Learner Account

From the Extended Enterprise Learner Registration screen,
1. Add profile details.
2. Fields with an asterisk are required.
3. Go to Step 3: Select Your Affiliation for information regarding this required field.

Email addresses can only be connected to one Workday account.
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Step 3: Select Your Affiliation

From the Affiliation field,

1. Select your affiliation.
2. Once finished, click Register.

Not all agency, boards, and commissions have a designated affiliation; some have chosen to use the State of Oregon affiliation.

To connect with your partnering organization’s Affiliation Manager for support and/or guidance, select the Affiliation Support link within the Workday Learning Support webpage.
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Step 4: Confirm Your Registration
After you submit your registration, you will receive a confirmation email to confirm the account creation request. Within this email,

- Click the *hyperlink* to confirm your registration.

| ! | The confirmation message will be sent to the email address you provided within your registration. |

Step 5: Receive Two Additional Emails
After you confirm your registration, you will receive two separate emails:

- Email #1 contains your username.
- Email #2 contains your temporary password.

| ! | Both messages will be sent to the email address you provided within your registration. |

Step 6: Login to Your Account
With your username and temporary password, login to your account.

- Use the URL that was provided within Email #1 or Email #2 (as referenced within Step 5: Received Two Additional Emails).
Step 7: 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.
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Update an Extended Enterprise Account

**Step 1: Access Helpful Links**
From your Workday Learning Home screen,
1. Select the *Helpful Links* application

![Helpful Links Screen]

**Step 2: Access Update Screen**
From the Helpful Links screen,
1. Select *Update Workday Learning Profile*.

![Update Screen]
Step 3: Update Profile

From the Update Workday Learning Profile screen,

1. Modify the data fields as appropriate.
2. Select Submit.

You have successfully updated your profile.