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
January 20, 2022. Disregard all previous versions.

Questions and Assistance
https://www.oregon.gov/das/HR/Pages/LearningPartnerAgencyContacts.aspx

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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 Extended Enterprise Learner Account

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.
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.
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.