



# 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 24<sup>th</sup>)

## 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.

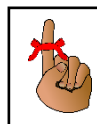
## Questions and Assistance

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*.

OREGON.GOV Home Verify employment News & notices Forms Policies Contact


Department of Administrative Services > Employee resources and state workforce > Workday Learning

## Workday Learning



DEMONSTRATIONS

- LMSRP Open House recordings



RESOURCES

- WDL Vocabulary
- Workday Helpdesk Support Page
- Workday Oregon

Log in to Workday

FEATURED LINKS

- Create Extended Enterprise Account (Coming Soon)
- Help Desk
- Affiliation Support
- Browser support



The *Create Extended Enterprise Account* link will activate on June 16, 2021.

# 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.

Workday Learning External Portal - ACCEPTANCE

### 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](#)

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



Email addresses can only be connected to one Workday account.

# The Extended Enterprise Learner Account



## Step 3: Select Your Affiliation

From the Affiliation field,

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

Affiliation\*

- State of Oregon
- Fire Marshal, Office of State
- Employment/WorkSource Oregon
- Public Employees Retirement Board
- Revenue, Department of
- Health Authority, Oregon
- Education, Oregon Department of
- Judicial Department, Oregon
- Forestry, Oregon Department of
- Corrections, Oregon Department of
- Emergency Management, Office of
- Public Safety Standard and Training, Department of
- Human Services, Oregon Department of
- Fish and Wildlife, Oregon Department of
- Parks and Recreation Department, Oregon
- Business Oregon
- Energy, Oregon Department of
- Justice, Oregon Department of
- Nursing, Oregon State Board of

Affiliation\*

\* Required

Register

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



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](#).

# The Extended Enterprise Learner Account



## 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).

# The Extended Enterprise Learner Account



## 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.

The image shows two overlapping screenshots. The top screenshot is titled "Password Challenge Questions" and contains a form with four sections. Each section has a dropdown menu labeled "Select the [First/Second/Third/Fourth] Security Challenge Question" with "select one" in the dropdown, and a text input field labeled "New Answer". A red circle highlights the "OK" button at the bottom left. A dashed arrow points from this button to the bottom left corner of the second screenshot. The second screenshot shows a dashboard for "Oregon 3" with a search bar and user name "Welcome, Ester Tester [E]". It features two main panels: "Announcements" (1 item) with a cloud icon and "Applications" (3 items) with a gear icon. Below the Applications panel are three icons: "Helpful Links" (rocket), "Learning" (leaf), and "Favorites" (star).

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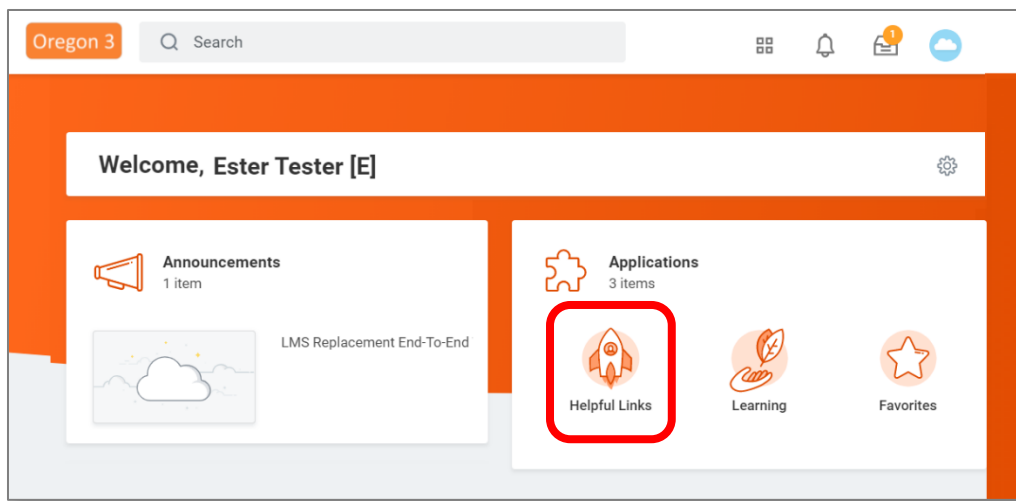


## Update an Extended Enterprise Account

### Step 1: Access Helpful Links

From your Workday Learning Home screen,

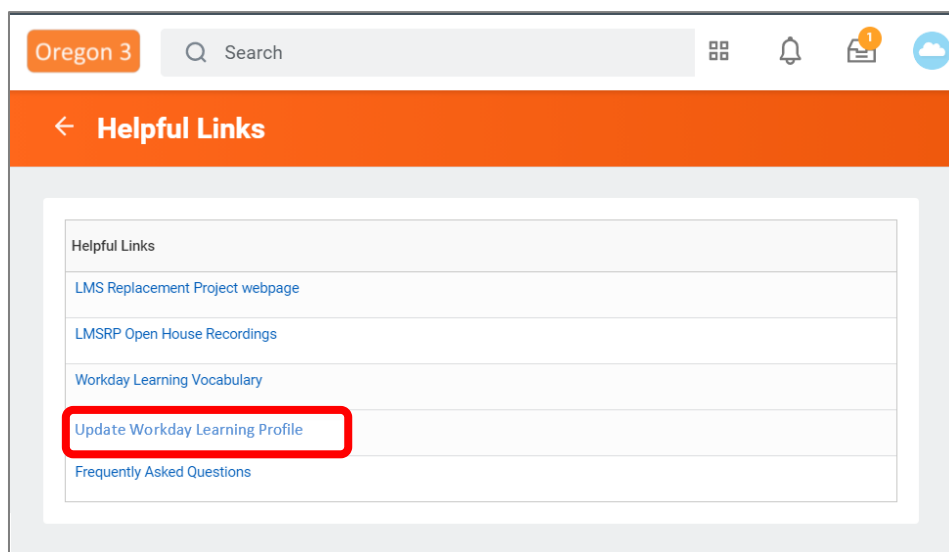
1. Select the *Helpful Links* application



### Step 2: Access Update Screen

From the Helpful Links screen,

1. Select *Update Workday Learning Profile*.



# The Extended Enterprise Learner Account



## **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.