



## Updated Navigation for Workday

The State of Oregon is expected to update the look and feel of Workday sometime before the end of October 2021. This job aid provides high-level instruction to help learners get around Workday's new-looking experience.

## Why this might be important to you

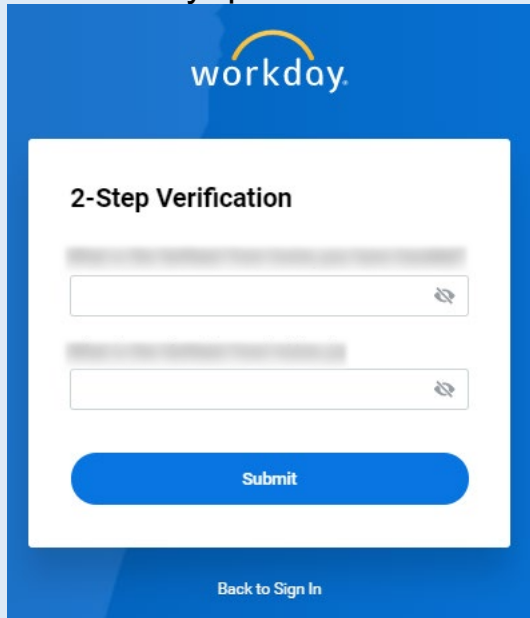
While the basics tasks in Workday are not expected to change, how you get to those tasks – like signing up for a course – will change. These instructions will show you how to get to those everyday tasks.

## Logging in to Workday Learning

1. From a computer with a secure internet connection, go to the Workday login screen by clicking this link or entering it into a web browser such as Microsoft Edge, Google Chrome, or Mozilla Firefox:  
<https://wd5.myworkday.com/oregon/login.html>
2. At the Workday log in screen, enter your username and password. Then click the Sign In button.

A screenshot of the Workday login interface. It features a blue background with the Workday logo at the top. Below the logo is a white rectangular box containing two input fields: "Username" and "Password". Below these fields is a blue "Sign In" button. At the bottom of the white box, there is a link that says "Forgot Password?".

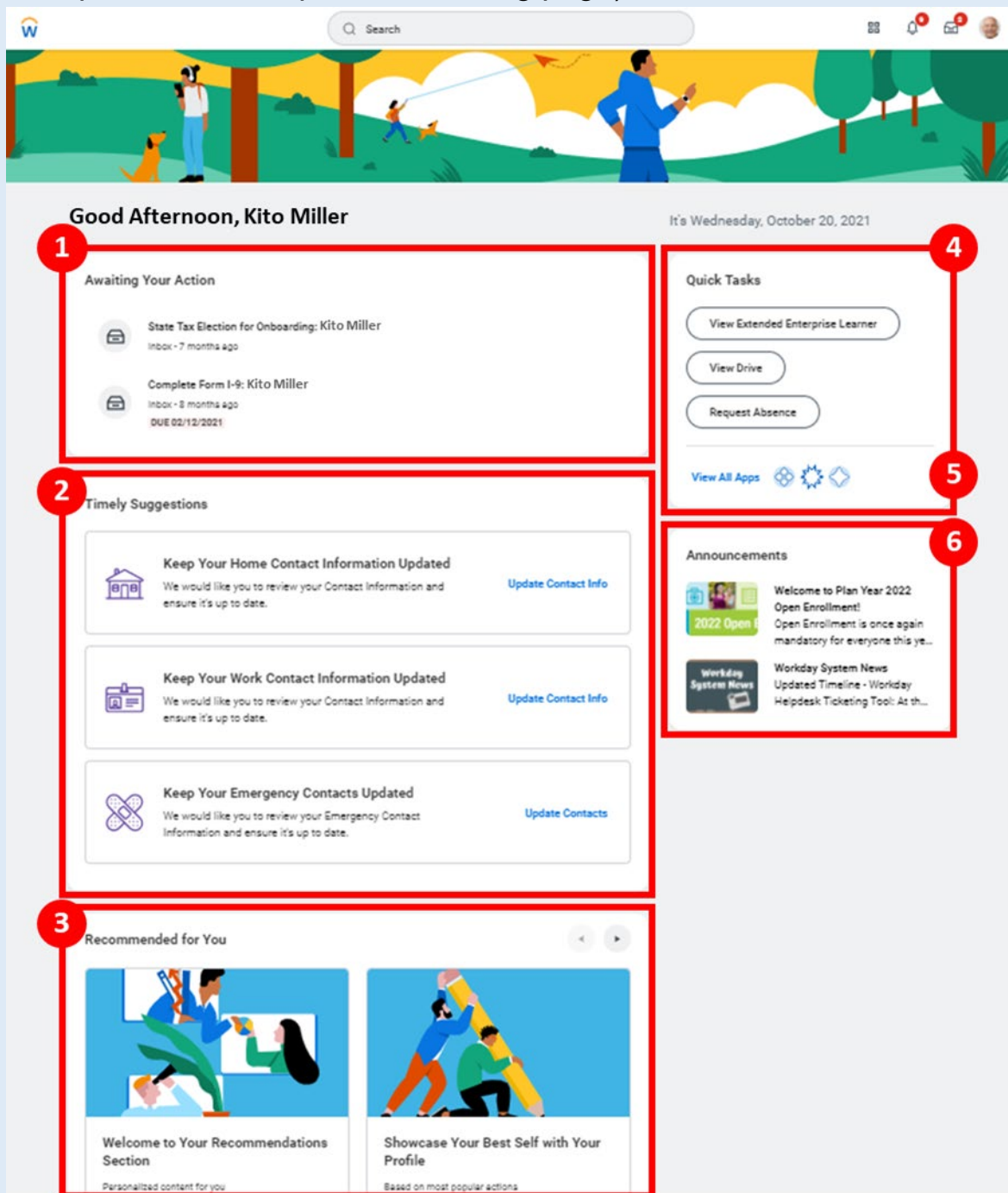
3. This will take you to the 2-Step Verification screen. Enter the answers to your two security questions and click the Submit button.



(Continued on next page)

## The new Workday homepage

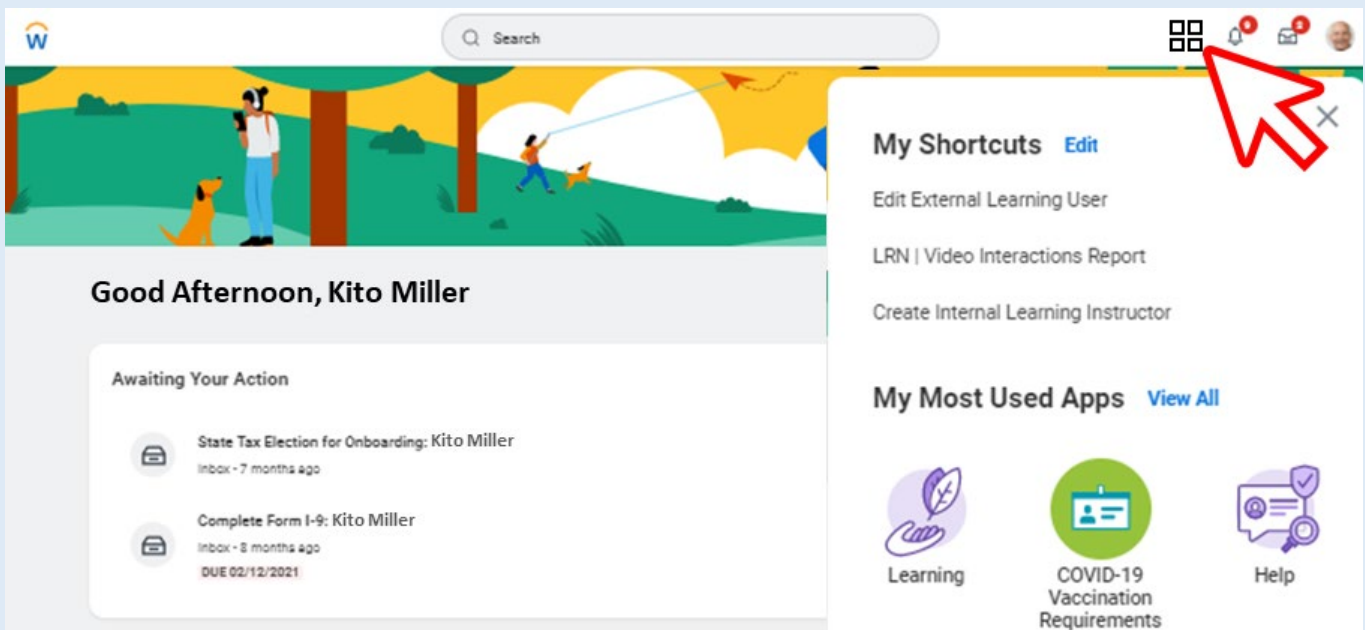
**Homepage:** After signing in, you'll arrive at the new Workday homepage. This page is designed to deliver information relevant to you. Because of this, your homepage may look slightly different from this, but will have the same basic parts: (see descriptions for each part on following page)



Worklets of the redesigned Workday homepage (see previous page for reference):

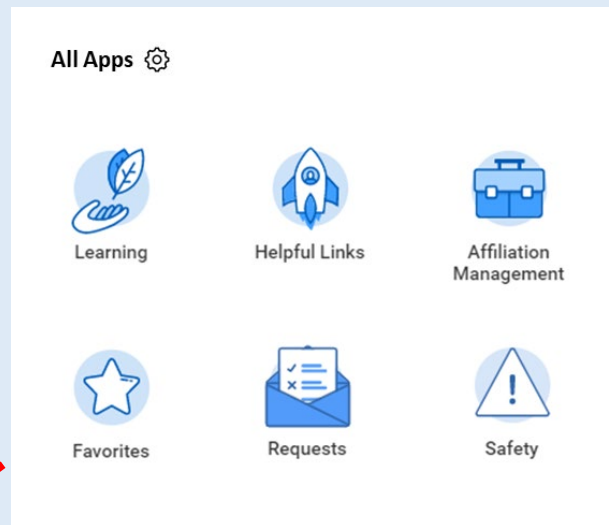
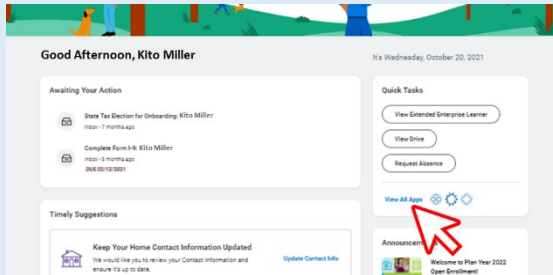
1. Awaiting Your Action: these items are Workday tasks assigned to you that require completion.
2. Timely Suggestions: these suggestions are populated based on pre-determined tasks that you might consider reviewing.
3. Recommended for You: this section provides browsable content based on your role in Workday, recent activity, and more.
4. Quick Tasks: this list provides access to recent tasks you've completed and may want to re-visit
5. View All Apps – selecting this link will Navigate to the [All Apps](#) dashboard where you can find things like your *Learning* app.
6. Announcements – Important information will be shared in the Announcements section. Not all announcements will be directly related to Workday; some may provide enterprise-wide or role specific information.

**Quick Access:** The four squares in the upper right of your screen, next to the Notification Bell, displays your selected shortcuts and your most used apps. This might not be a feature you've used in the past but is a very quick way to navigate to areas that are important to you.

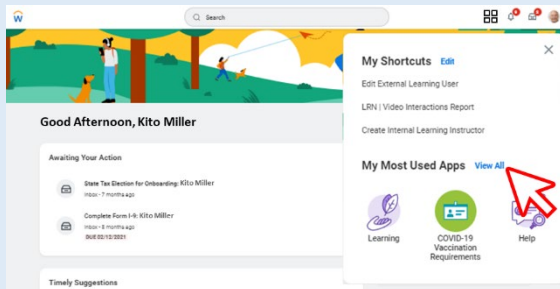


**Applications:** Applications – or *Apps* – are icons that group related tasks into a common space. The type and number of apps a Learner will see is dependent upon the role or roles they’ve been assigned in Workday. To see the *All Apps* screen, click one of the following:

- 1. *View All Apps* from the *Quick Tasks* box:

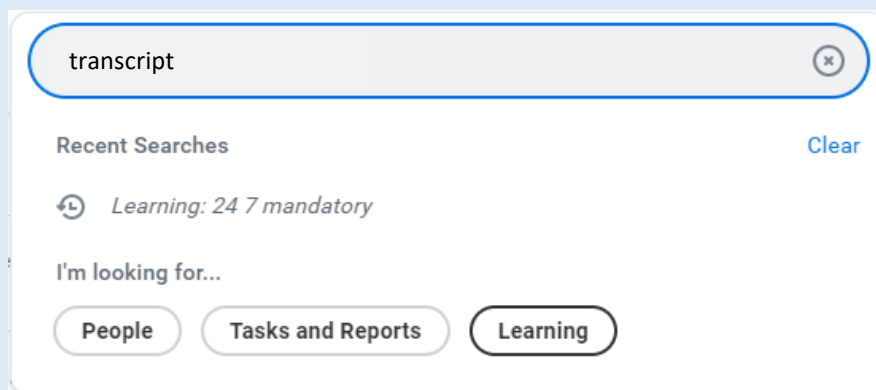


- 2. *View All* from the *My Most Used Apps* section in *Quick Access*



## General navigation tips in Workday

**Search:** Using the search bar at the top of the Homepage is the fastest way to navigate within Workday once familiar with the tasks and reports learners will be using. Learners can apply categories when using the search bar to narrow results to that specific category. Search will not recognize misspelled words.





Learners can search for specific courses using the search bar, but it will only return results when the term you search is in the course title. If you use the search bar to locate a course and do not find what you are looking for, navigate to *Browse Learning* and search for the course there.

**Tasks:** Actions taken in Workday are called tasks. For learners, the most common tasks are enrolling into or dropping content. Specific tasks are outlined in other job aids, knowledge articles, or through digital courses in Workday.

**Notification Bell and Inbox:** These two items can be found in the upper right corner of the Workday screen. Learners will utilize the Notification Bell and Inbox action items to support their overall learning experience. Learners receive notifications and action requests generated by either the system or other users.



 Notification Bell messages include assigned learning, enrollment into paid courses, change in course offering details, etc. Notifications will stay visible for at least 30 days, even after they have been viewed. If they have not been viewed, they will stay on the list indefinitely. To see only Unread notifications, switch to *Viewing: Unread*.

 Inbox action items include requests to complete content that has been saved for later, drop and enrollment deadline setup, role requests, and other items.

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