

## Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

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**Date:** June 30th, 2021  
**To:** APD Adult Foster Home Providers  
**From:** Safety, Oversight and Quality Unit  
**Topic:** **ODHS Virtual Training Program – Important Notice**

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The ODHS Virtual Training Program has created an important document that provides guidance on recent changes to our online learning system and offers an updated training calendar for several ODHS courses. Course information can be found on the following page or by visiting our [APD Adult Foster Home Provider Information website](#) by clicking the link titled 'Training Credits & Other Education'. The guidance includes information on the following:

- Schedules
- Policies
- How to create a new Workday Learning System account
- How to enroll in a course
- Equipment requirements

For any questions, please contact us by emailing [APD.AFHTeam@dhsosha.state.or.us](mailto:APD.AFHTeam@dhsosha.state.or.us).

# ODHS VIRTUAL TRAINING PROGRAM

## ODHS TRAINING PROGRAM: IMPORTANT NOTICE

iLearn is no longer be available after June 14, 2021. Access courses through WorkDay Learning  
- <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>

### WorkDay Learning

#### INFORMATION CONTAINED IN THIS DOCUMENT

- Course information, schedule and policies
- How to create a WorkDay Learner account
- How to enroll into a class, access course homework and join the virtual class
- Equipment Requirements

#### POLICIES

Once you have created your WorkDay Profile (instructions below) you can register for classes and access the homework. All classes have homework that includes short articles and/or videos to be completed. The Six Rights course also has a prerequisite - C02865H that must be completed before you'll be able to register for a course date (offering).

To be eligible for a certificate the virtual class and homework must be completed. It is recommended the homework is completed prior to class. Each virtual class has test questions that cover class materials and homework. A score of 85% must be obtained to be eligible for a certificate. You will need to correct any missed questions to be eligible for a certificate. A score less than 85% will require the student to repeat the class. Tests are open book which means you can use your notes. However, you cannot receive assistance from anyone or provide assistance to anyone.

No more than 15 minutes of class time may be missed regardless of the reason. If more than 15 minutes of class time is missed the student will need to repeat the class at a later date.

#### Class Calendar for 2021

Six Rights (C02865): Jul 7th, Aug 25th, Sep 1st, Oct 27th, Nov 3rd and Dec 22nd from 1PM – 3:30PM

Infection Control (C01532): Oct 27th from 9AM – 11:30AM

Fatal Four (C01237): Aug 25th from 9AM – 11:30AM



## 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.

### Intended Audience

Individuals with the following Workday Learning roles:

- Extended Enterprise Learners:  
This includes adult foster home owners, licensees, resident managers, shift workers, caregivers or any other staff that works in an adult foster home, assisted/residential care facility or nursing facility.

### Questions and Assistance

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

## The Extended Enterprise Learner Account Create an Extended Enterprise Account

### Step 1: Access the Workday Learning External Portal

From the Workday Learning Support webpage:

<https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>

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

**FEATURED LINKS**

Log in to Workday

Create Extended Enterprise Account (Coming Soon)

Help Desk

Affiliation Support

Browser support

## The Extended Enterprise Learner Account



### Step 2: Create Extended Enterprise Learner Account

From the Extended Enterprise Learner Registration screen,

1. Add profile details. Use your legal name, **do not use nicknames**.
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.  
*That means an email address cannot be used or shared by multiple individuals.*

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.

## The Extended Enterprise Learner Account

### Step 3: Select Your Affiliation

From the Affiliation field,

1. Select your affiliation - **Human Services, Oregon Department of** *highlighted in yellow below*
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
- Human Services, Oregon Department of**
- Emergency Management, Office of
- Public Safety Standard and Training, 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.

## 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.



A confirmation message will be sent to the email address provided with 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 with 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 in Step 5: Received Two Additional Emails*).



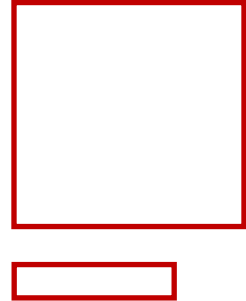








All articles and videos assigned to this course on the right side of the screen. Complete all requirements  
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