

Information Memorandum Transmittal Developmental Disabilities Services



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Number: DD-IM-21-044

Issue date: 6/11/2021

Topic: Developmental Disabilities

Due date:

Subject: Reminder of Transition from iLearn to Workday Learning

Applies to (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> All DHS employees | <input type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Area Agencies on Aging: {Select type} | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Aging and People with Disabilities | <input type="checkbox"/> Office of Developmental Disabilities Services (ODDS) |
| <input type="checkbox"/> Self Sufficiency Programs | <input type="checkbox"/> ODDS Children's Intensive In Home Services |
| <input checked="" type="checkbox"/> County DD Program Managers | <input type="checkbox"/> Stabilization and Crisis Unit (SACU) |
| <input checked="" type="checkbox"/> Support Service Brokerage Directors | <input checked="" type="checkbox"/> Other (<i>please specify</i>): All ODDS Service Providers |
| <input type="checkbox"/> ODDS Children's Residential Services | |
| <input type="checkbox"/> Child Welfare Programs | |

Message:

As many of you know, the Oregon Department of Human Services and Office of Developmental Disabilities are changing their learning management system from iLearn to Workday Learning. iLearn will be shutdown on June 15th, 2021 and Workday Learning will become operational on June 16th, 2021. What this means to you is that beginning June 16th, trainings you typically accessed in iLearn will only be available in Workday Learning.

It is important to note that you can create a Workday Learning account any time on or after June 16th. **To help the transition process go as smoothly as possible, it is being requested that you wait to create an account until you actually need to access trainings in Workday Learning.**

Many communications, open house events and conference calls have occurred over the past couple months related to this transition. Below are a few reminders and additional resources, including a step by step guide on how to create a Workday Learning account.

- ODDS iLearn to Workday Learning Transition Website
 - <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Pages/iLearn-to-Workday.aspx>
- FAQ About the Transition Specific to ODDS Providers
 - <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Documents/iLearn-Workday-ODDS-FAQ.pdf>
- Download Your iLearn Transcript Before June 15th
 - https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Save_Transcript_in_iLearn.pdf
- Step by Step Guide on How to Create a Workday Learning Account
 - Accounts can only be created on or after June 16th
 - **IMPORTANT:** Please read Step #3 carefully
 - <https://www.oregon.gov/dhs/SENIORS-DISABILITIES/DD/PROVIDERS-PARTNERS/Documents/Job-Aid-Extended-Enterprise-Learn-Workday-ODDS.pdf>
- Step by Step Guide on How to Reset Your Workday Learning Account
 - https://www.oregon.gov/das/HR/Documents/EEL_ForgotPasswordSelfServiceProcess_JA.pdf

If you have any questions about this information, contact:

Contact(s): ODDS

Email: odds.training@dhsoha.state.or.us