

ODHS VIRTUAL TRAINING PROGRAM

ODHS TRAINING PROGRAM: IMPORTANT NOTICE

iLearn is no longer 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, 2021 and 2022 schedule, and policies
- WorkDay Resources – *Creating a Profile, Class Registration, Reset Password etc.*
- Equipment Requirements

POLICIES

Once your WorkDay Profile is created (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. Homework should be completed prior to class. Each virtual class has test questions covering class materials and homework. A score of 85% must be obtained to be eligible for a certificate. Missed questions must be corrected 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.

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 later.

Class Calendar

2021 Schedule: Six Rights (C02865) Dec 22nd 1PM-3:30PM.

2022 Schedule:

- **Six Rights (C02865):** Feb 9th & Feb 10th 1PM-3:30PM; Apr 20th 9AM–11:30AM & Apr 21st 1PM-3:30PM; Jun 8th 9AM-11:30AM & Jun 9th 1PM-3:30PM; Aug 10th 1PM-3:30PM & Aug 11th 9AM-11:30AM; Oct 19th 1PM-3:30PM & Oct 20th 1PM-3:30PM; Dec 7th 1PM-3:30PM & Dec 8th 1PM-3:30PM.
- **Infection Control (C01532):** Aug 10th 9AM-11:30AM; Dec 7th 9AM-11:30AM
- **Fatal Four (C01237):** Feb 9th 9AM-11:30AM; Oct 19th 9AM-11:30AM

WORKDAY – RESOURCES

NOTE: This document has been created for your convenience. If reading this document more than 60 days from the date on this document it is recommended you access the webpage directly to ensure you have the most up-to-date information, links and job aides used in WorkDay:

<https://www.oregon.gov/dhs/BUSINESS-SERVICES/Pages/WDL-Partners.aspx>

For Partners, Providers, Contractors, Volunteers, Students and other non-state Affiliates

Workday Learning replaced iLearnOregon on June 16, 2021. To continue taking state-offered trainings for licensure, continuing education, job requirements and more you'll need to create a Workday Learning account. Note that partners in Workday Learning are referred to as Extended Enterprise Learners.

Create your Workday Learning account

Follow the steps in this job aid to [create an Extended Enterprise Learner Account](#) (<https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Job%20Aid-EElearnerAccountCreation.pdf>) in Workday. After your account is created, you will be able to take state-offered training.

IMPORTANT: *It is critical you select **Human Services, Oregon Department** of as your affiliation otherwise you may have trouble registering for classes.* If you already created a profile and selected a different affiliation contact DHS.Training@dhsosha.state.or.us and request assistance with changing your affiliation.

Learn about Workday Learning

This self-guided training, [Your Workday Learning Account](#), (<https://rise.articulate.com/share/-jW9W-oBSLnMnOCYE9DTHa5t7uRUMzLt#/>) provides an overview of the most commonly used features in Workday Learning including how to access learning assigned to you, enroll in courses and other commonly used functions.

Find your way around Workday

At the end of October, Workday will have a new look and feel to the homepage. If it's been a while since you've been on Workday, the first page you arrive at after logging in will look different. But not to worry – the rest of the site still looks the same. Take a look at this [job aid to help you learn the new navigation in Workday](#) (<https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/JA-GL-NavigationWorkday.pdf>) and get to your Learning app so you can register for and take classes.

Transfer iLearn training records to Workday Learning

Once your Workday Learning account is created, you can choose to have your iLearn training records transferred to Workday Learning. To request this transfer, log into your Workday account, click the *Helpful Links* icon and then click the link *Transfer records from iLearnOregon to Workday Request* to complete the request form. Please allow up to 10 business days to process your request.

Reset your password

If you have forgotten your Workday password, use this [self-service process to reset it](https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Job%20Aid%20-%20Forgot%20Password%20Self-Serve%20Reset.pdf) (<https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Job%20Aid%20-%20Forgot%20Password%20Self-Serve%20Reset.pdf>).

Self-reported training

If you have completed training outside of Oregon's Workday system, [use this job aid to record that training in Workday](https://www.oregon.gov/das/HR/SiteAssets/Pages/WDL%20Resources/2021.07.07%20-%20Self-Reported%20Training%20-%20Extended%20Enterprise%20Learner%20-%20Job%20Aid.pdf) (<https://www.oregon.gov/das/HR/SiteAssets/Pages/WDL%20Resources/2021.07.07%20-%20Self-Reported%20Training%20-%20Extended%20Enterprise%20Learner%20-%20Job%20Aid.pdf>).

Not using Workday Learning and want your iLearn records?

If you are not using Workday Learning and would like a copy of your iLearn training records, [request a digital copy of your transcript history](https://www.oregon.gov/das/HR/Documents/iLearnOregonTranscriptRequestForm.pdf) (<https://www.oregon.gov/das/HR/Documents/iLearnOregonTranscriptRequestForm.pdf>). Please allow up to 10 business days to process your request.

Advanced support

If you need support in addition to the solutions above, contact DHS.Training@dhsola.state.or.us. These advanced support options can help if your self-service password reset doesn't work right if you forget the answers to your security questions.

EQUIPMENT REQUIREMENTS

Equipment must be set up prior to joining the class. It is your responsibility to know how to use your equipment. ODHS has no control over your equipment or internet service.

To join the class, you must log into your WorkDay Learning (WDL) account and join the class through WDL. DO NOT use the URL that was sent to you in the automatic email when you registered.

Phones, Tablets and Notebooks are not supported for the pre-requisite online course or the virtual classes.

Must have a computer with Microsoft windows operating system, a monitor with a resolution above 1024x786 pixels and high-speed Internet connection. No microphones are needed, headphones only. Questions, on the material, are asked using the chat feature.

Household Internet services typically do not have enough bandwidth to accommodate more than 1 person accessing Virtual classes using Microsoft TEAMS. You cannot share a computer with multiple people. ODHS does not have control over the setting or facility Internet service. For best results it is recommended you use a direct connection to your Internet. WiFi connections can result in lost audio or a “black” screen.

You must use a compatible browser. Do not use Internet Explorer (IE). IE has known issues and is no longer supported by Microsoft. For best results download Microsoft Edge. Google Chrome for Microsoft 10 or above or Firefox can also be used.

It is the user’s responsibility to know how to disable security features and pop-blockers prior to the start of class.

State/AAA Employees: *Do not log* into your WDL account through Citrix. There are known issues with MS TEAMS and Citrix.