

Effective Immediately, February 2023, testing and training certificates for all self-study courses are being paused. Self-study Course Materials will continue to be available.

ODHS' Safety, Oversight and Quality (SOQ) Unit will be pausing the testing and issuing of certificates while the testing function for the self-study courses is moved to Workday Learning (WDL). Course materials will continue to be available on the Adult Foster Home (AFH) Approved Training website. Other training sources can be found on the AFH Approved Training website:

www.oregon.gov/dhs/SENIORS-DISABILITIES/PROVIDERS-PARTNERS/Pages/afh-training.aspx.

WDL is the official learning management system for Oregon Department of Human Services. This move will result in many benefits from the former process:

- All self-study tests will now be free of charge - **no fee** to take the test.
- Testing option will be open to anyone with an WDL account. To access the account must have an ODHS, or OHA associated affiliation.
- The once in a lifetime limit will restart. This means if a student has taken a test previously, they will be able to take the test again and earn training hours.
- Tests are automatically graded. Results will be available in WDL immediately.
- All tests successfully completed will be available in the student's WDL transcript.

The transition to WDL will take a few months to complete. The projected date to restart testing is no later than July 1, 2023. A Provider Announcement will be issued when the testing function is available. Additionally, this document will be replaced on the AFH Approved Training website with instructions on how to: setup a WDL account, how to access tests for each self-study course and how to print your learning transcript.

Order forms and payments for tests received on or around February 1, 2023, or later will be returned. Personal checks will be voided before returning to the sender. Money orders will be returned without voiding.

Get Ready

Equipment limitations. Smart phones, tablets and notebooks are not supported.

Recommended browsers are MS Chrome or Firefox. Do not use Internet Explorer (IE) it is no longer a supported browser.

Instructions on how to navigate and create an account in WDL is provided below.

WORKDAY – RESOURCES

This document has been created for your convenience. It is recommended you access the webpage directly to ensure the most up-to-date information, links and job aides used in WorkDay:

www.oregon.gov/dhs/BUSINESS-SERVICES/Pages/WDL-Partners.aspx

Create a Workday Account

Each student is responsible for creating their own Workday account and registering for classes. No one including managers/supervisors are allowed to create a profile or register for virtual classes on behalf of another individual.

Workday is the official human resource system and record for Oregon state government and Extended Enterprise Learners (EEL). Workday contains confidential and protected information. Users of the system are prohibited from unauthorized use or disclosure of information contained in the system. Information in the system will not be disclosed unless required by law.

Only use the student's **personal email address** when creating a Workday account. Do not use shared email addresses. There are many free email accounts including Gmail, Hotmail, and Yahoo. **Never share your password with anyone.** ODHS staff will not ask for your password.

Follow the steps in the job aid titled create an ELL Account: <https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/ja-ee-learner-account-creation-en.pdf> . After your account is created, **state-offered** trainings will be available.

IMPORTANT: 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 ODHS.Training@odhs.oregon.gov and request assistance with changing your affiliation.

Learn about Workday

This self-guided training provides an overview of the most used features in Workday. Your Workday Learning Account: <https://rise.articulate.com/share/-jW9W-oBSLnMn0CYE9DTHa5t7uRUMzLt#/>

Getting Around Workday

To learn how to navigation in Workday: <https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/ja-workday-navigation.pdf>

Password Reset

Forgotten your Workday password? You can reset your own password. Follow the instructions found at <https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/ja-self-serve-password-reset.pdf>



You can get this document in large print, braille or a format you prefer. Contact the Safety, Oversight and Quality Unit at 1-800-282-9092

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