



Oregon

Kate Brown, Governor



6/16/2021

Hello All,

We are excited to announce that Workday Learning is our new learning management system as of today (06/16/2021). All training will now be accessed through Workday.

The following information lets you know the two steps of the process for creating an account and getting into the Workday Learning system. In the Workday System, partners/providers are referred to as Extended Enterprise Learners.

Steps:

1. Create an Extended Enterprise Learner Account (you must complete Step 1 first)
2. How to Access Learning Within Workday

Please read below for details!

We thank you in advance for your engagement in making this transition successful.

Step 1: Creating an Extended Enterprise Learner Account (must be completed 1st)


Click on the following job aid and follow the instructions on how to create your account: [Create & Update an Extended Enterprise Learner Account](#)

- To get started, click on the [Workday Learning Support webpage](#).
- Next, click on Create Extended Enterprise Account tab.

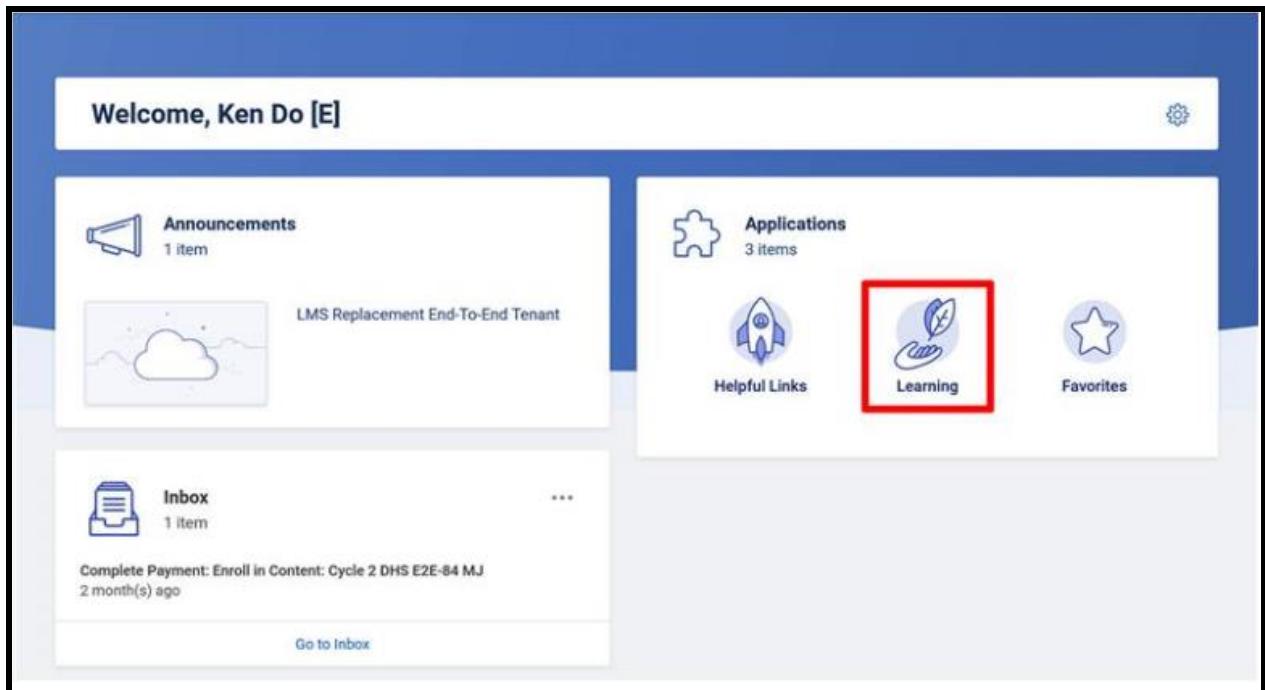
- After you have gotten started, follow all steps outlined in the job aid referenced above.

Step 2: How to Access Learning Within Workday (only available after you have completed all steps in the account set up above)

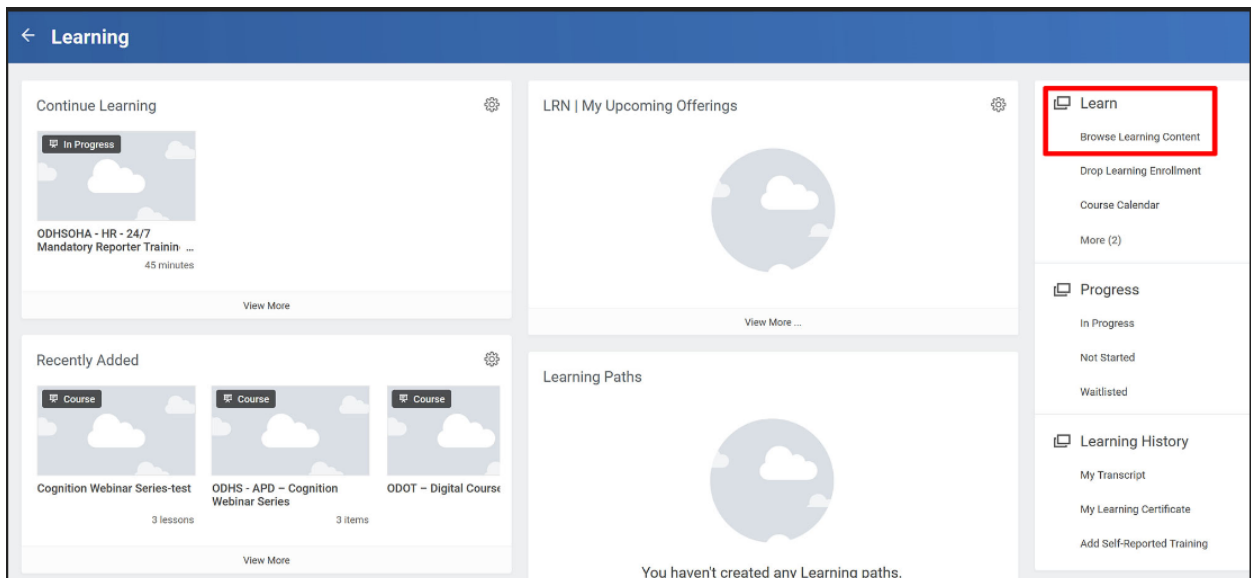
THE BASICS

STEP 1: Log into Workday 

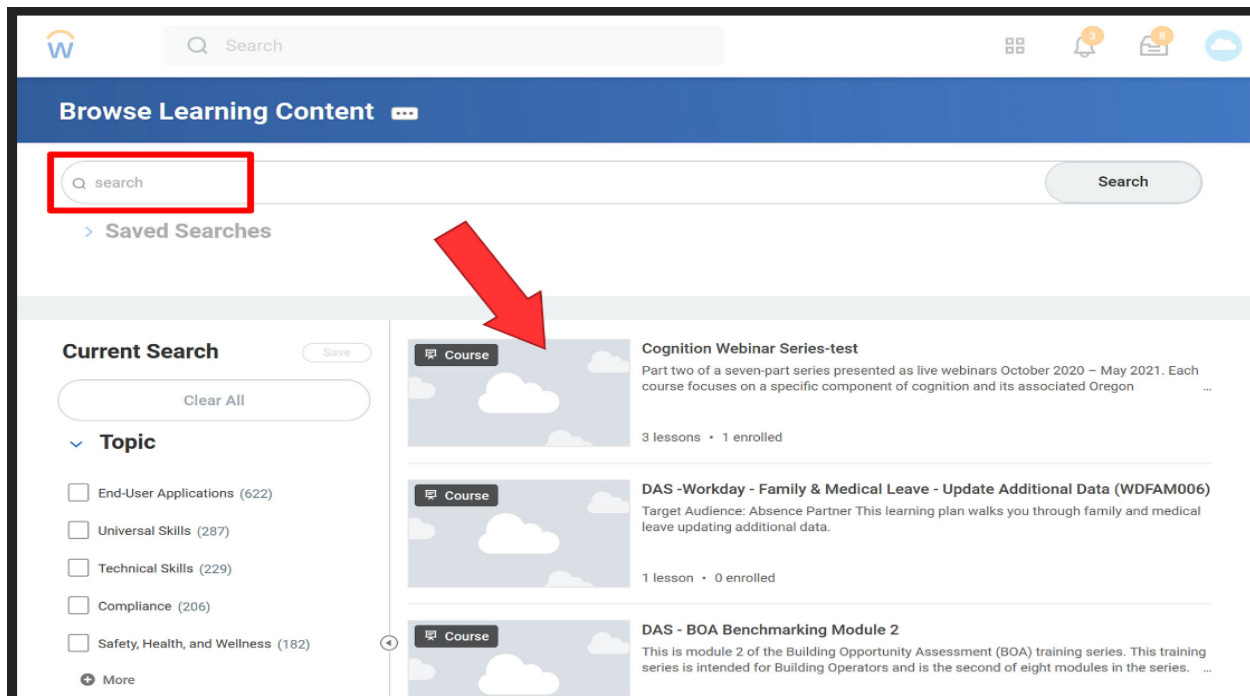
STEP 2: Click on the Learning application



STEP 3: Click on browse learning (browse for your course or use the search function)



STEP 4: Choose the course you want to take



Training: The following training has been created to support your understanding of Workday Learning. [Your Workday Learning Account](#)

If you have questions, contact:

- Your Oregon Department of Human Services Program Contact
- Oregon Department of Human Services – Organization & Employee Development at: DHS.TRAINING@dhsosha.state.or.us