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.

Supplemental Resources
The following companion-based resources support this job aid:
- The Extended Enterprise Learning Account Creation eLearning (available starting the week of May 24th)

Intended Audience
Individuals with the following Workday Learning roles:
- Extended Enterprise Learners

Revision Date
This document was revised on June 11, 2021. Disregard all previous iterations.

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

Icon Key
[Icon Key Image]
The Extended Enterprise Learner Account

Create an Extended Enterprise Account

Step 1: Access the Workday Learning External Portal

From the Workday Learning Support webpage,

1. Select Create Extended Enterprise Account.

The Create Extended Enterprise Account link will activate on June 16, 2021.
The Extended Enterprise Learner Account

**Step 2: Create Extended Enterprise Learner Account**

From the Extended Enterprise Learner Registration screen,

1. Add profile details.
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.
The Extended Enterprise Learner Account

Step 3: Select Your Affiliation

From the Affiliation field,

1. Select your affiliation.
2. Once finished, click Register.

Not all agency, boards, and commissions have a designated affiliation; some have chosen to use the State of Oregon affiliation.

To connect with your partnering organization’s Affiliation Manager for support and/or guidance, select the Affiliation Support link within the Workday Learning Support webpage.
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.

⚠️ The confirmation message will be sent to the email address you provided within 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 within 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 within Step 5: Received Two Additional Emails).
The Extended Enterprise Learner Account

Step 7: Identify and Answer Challenge Questions

From the Password Challenge Questions screen,

1. Click the *drop-down arrow* to select your four Challenge Questions.
2. Provide an answer for each Challenge Question.
3. Select *OK*.
   - You have successfully identified your Challenge Questions. The *Forgot Password Self-Serve* feature is now activated and available for your use.
4. Continue navigating your account.

You have successfully created your account.
The Extended Enterprise Learner Account

Update an Extended Enterprise Account

Step 1: Access Helpful Links
From your Workday Learning Home screen,
  1. Select the Helpful Links application

Step 2: Access Update Screen
From the Helpful Links screen,
  1. Select Update Workday Learning Profile.
The Extended Enterprise Learner Account

Step 3: Update Profile

From the Update Workday Learning Profile screen,

1. Modify the data fields as appropriate.
2. Select *Submit*.

You have successfully updated your profile.