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): https://www.oregon.gov/das/HR/Pages/WDL%20Resources.aspx

Intended Audience

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

Revision Date

This document was revised on May 25, 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

Information Key

Information callouts such as Additional Information, Reminder, and Important may be used within this job aid.

The Extended Enterprise Learner Account

Create an Extended Enterprise Account

Step 1: Access the Workday Learning External Portal

From the Workday Learning Support webpage (https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx),

1. Select *Create Extended Enterprise Account*.

Information: The *Create Extended Enterprise Account* link will activate on July 16, 2021.

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.

Information: Email addresses can only be connected to one Workday account.

Step 3: Select Your Affiliation

From the Affiliation field,
1. Select your affiliation.
2. Once finished, click *Register.*

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

The Extended Enterprise Learner Account

<u>Important</u>: To connect with your partnering organization's Affiliation Manager for support and/or guidance, select the *Affiliation Support* link within with the Workday Learning Support webpage (https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx).

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.

<u>Important</u>: 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 seperate emails:

- Email #1 contains your username.
- Email #2 contains your temporary password.

<u>Important</u>: 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.

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*.

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.