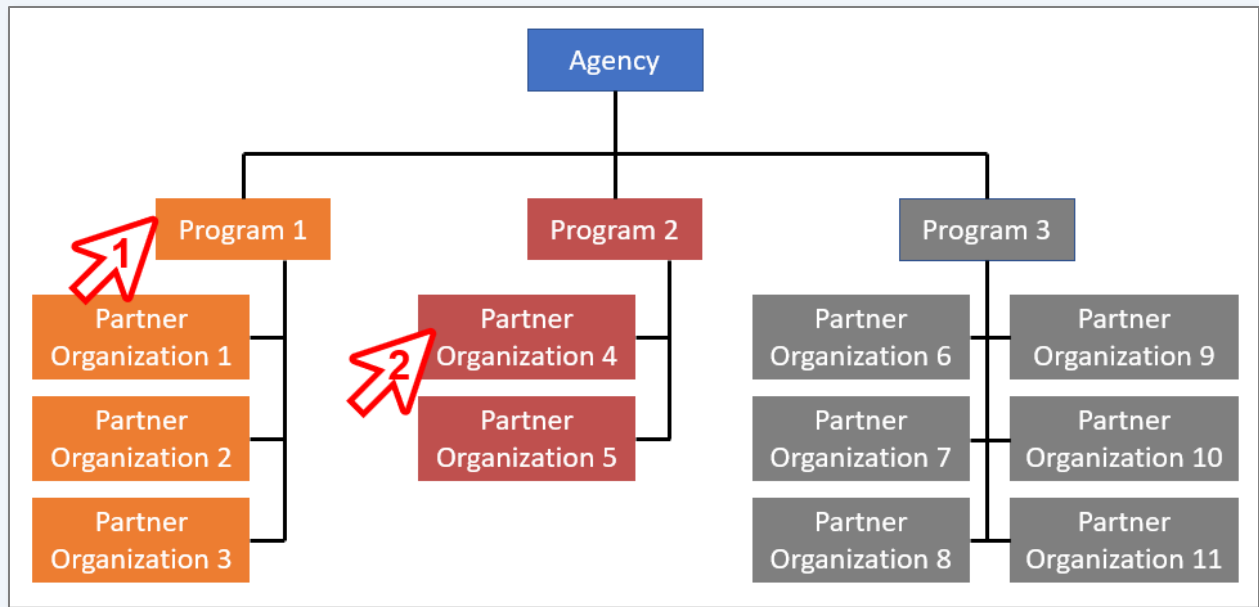**OREGON DEPARTMENT OF**
Human Services

Activation of an EELearner Account
Affiliation Manager Training

Objective: This article provides step-by-step instructions on how an Affiliation Manager can inactive or reactivate an Extended Enterprise Learner (EELearner) account.

Why this is important to you: If an EELearner is no longer with an organization, their Workday account should be inactivated. However, if an EELearner comes to you from another state-contracted organization, they may need to have their account reactivated to regain access to prior training records. This article explains how to set an EELearner account to the appropriate activation status.

Terms: To understand your abilities as an Affiliation Manager in this task, it's important to understand the terms *upstream* and *downstream* in the context of your role. As an Affiliation Manager, you sit at a particular spot in an agency's organization chart. You have parts of the org chart above you – or *upstream*, and parts of the org chart below you – or *downstream.* In your Affiliation Manager role, you can only see and change things downstream from you. You cannot see anything upstream from where you serve. For example, if you are an Affiliation Manager at position 1 in the illustration shown below, then you can see and edit EELearners in the three partner organizations downstream of you. If you are at position 2, you are already in a most downstream category; you can only edit EELearners in your partner organization.
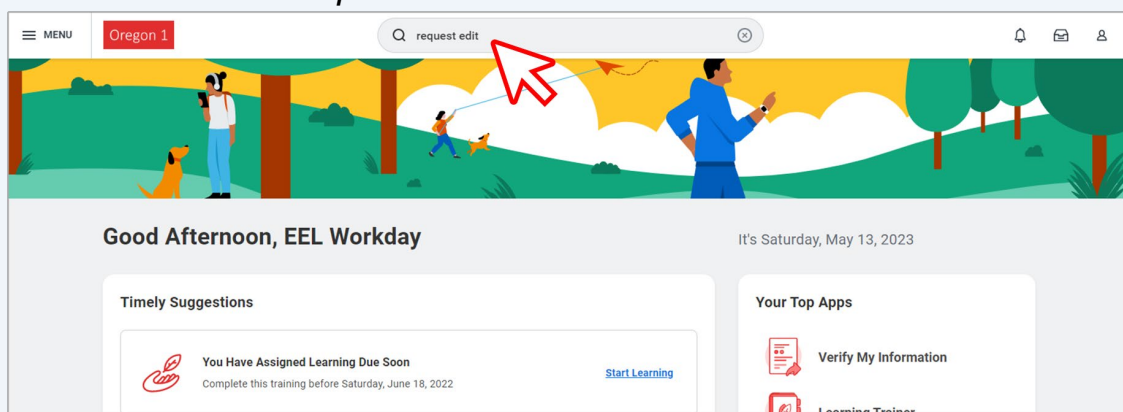
Inactivate an account

You will want to inactivate an EELearner's account when they leave employment with your business or organization. Follow the steps below to inactivate their account.
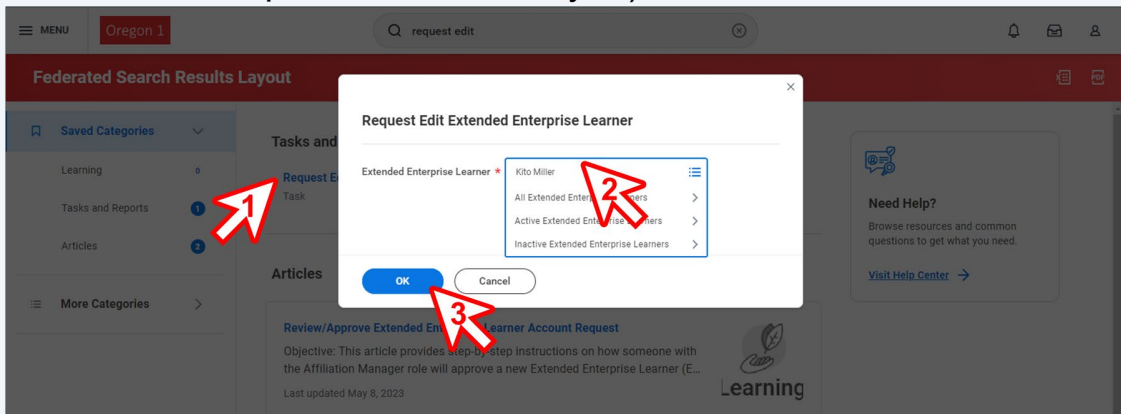
Navigate

From anywhere in Workday,

1. Click in the search bar at the top of the page and search for *Request Edit Extended Enterprise Learner.*
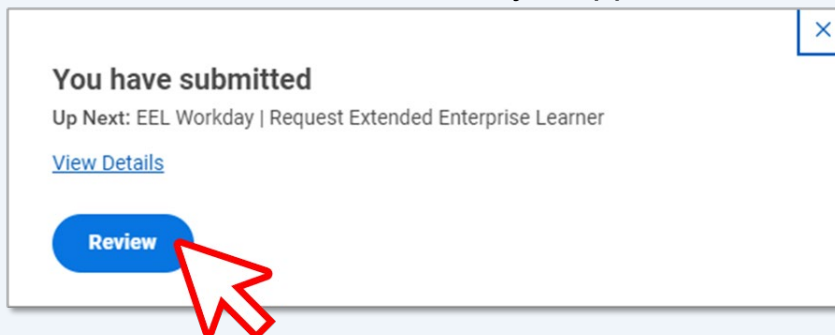
2. From search results under *Tasks and Reports,* 1) click the *Request Edit Extended Enterprise Learner* link, 2) then enter the name of the EELearner and press the *Enter* key. 3) Click *OK* to continue.

3. To inactivate an account, click the *Inactivate* radio button from the *Persona Status* section of the *Request Edit Extended Enterprise Learner* screen. Click the *Submit* button at the bottom of the screen to continue.

4. The screen *You have submitted* will appear. Click the *Review* button to continue. Your edits are not yet approved.

5. At the *Review* screen, review your edits to the EELearner's profile. If you are satisfied with the changes, click the *Approve* button.

Reactivate an account

The main reason that an account would need to be reactivated is because it was inactivated by the EELearner's former employer. However, an Affiliation Manager can only reactivate an EELearner account that is at their location or downstream from them.

For this reason, in most cases, a business or organization's Affiliation Manager will need to contact their upstream Affiliation Manager to reactivate the account of a new employee joining them from another organization. When contacting the upstream Affiliation Manager, be sure to include the name of the EELearner in question, and the name of your sub-affiliation you want them re-assigned to. When the new employee's account is at your access, don't forget to update their email address.

There may be rare instances when an EELearner's account is incorrectly inactivated by another Affiliation Manager. If this EELearner works in your organization, then you will be able to reactivate their account. To do so, start at step 1 above; at step 3, select the *Activate* radio button. Continue through step 5 to complete the account reactivation.