

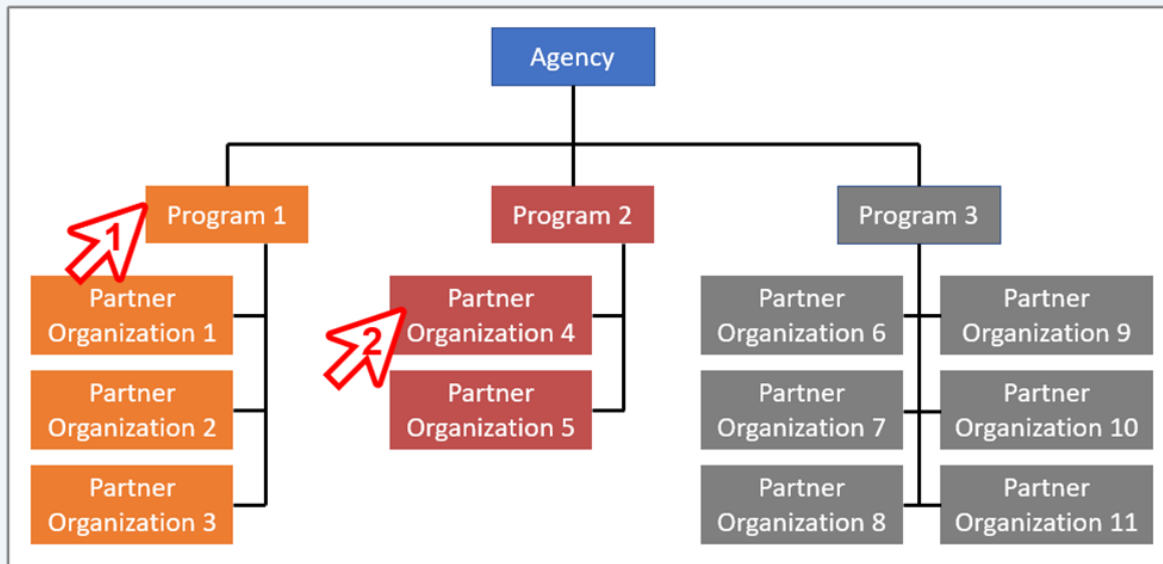


How an EELearner Creates a New Account Affiliation Manager Training

Objective: This article is to help an Affiliation Manager understand how someone creates an Extended Enterprise Learner (EELearner) Workday account in their sub-affiliation. This is not intended as instruction for an EELearner.

Why this is important to you: Before learning to support an EELearner in their learning and account update needs, it is important to understand how an account is created and your role as an Affiliation Manager in that process.

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 at your position and 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.



How an EELearner creates a new account

The person needing to create a Workday Learning account will follow these steps:

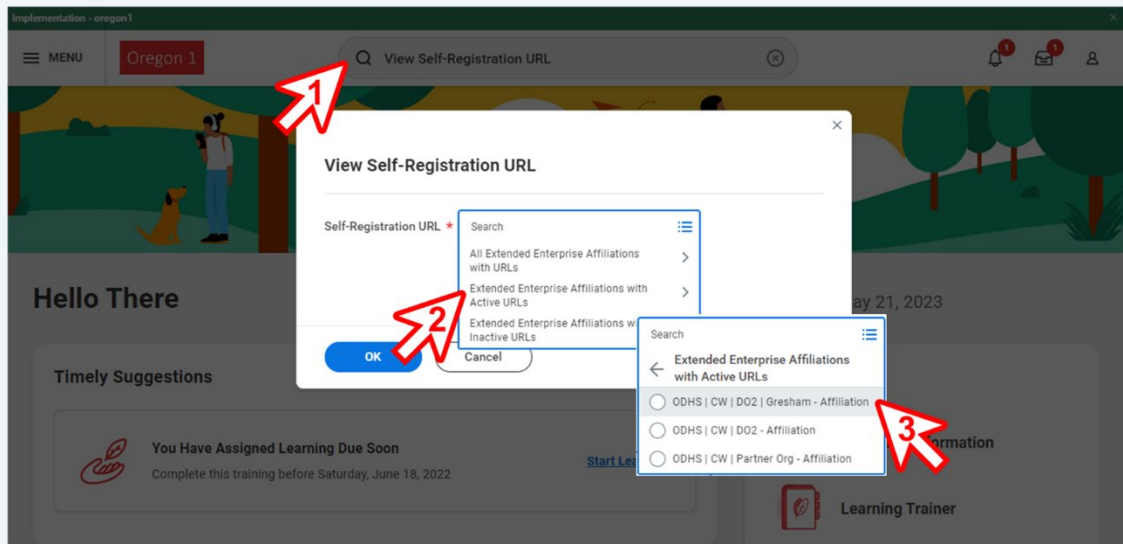
1. As part of the future EELearner's onboarding process, ask the them if they already have a Workday Learning account from prior employment they've had with the state.

NOTE: This must be an Extended Enterprise Learner (EELearner) account with the state of Oregon; Workday accounts with county governments or other organizations' systems will not transfer.

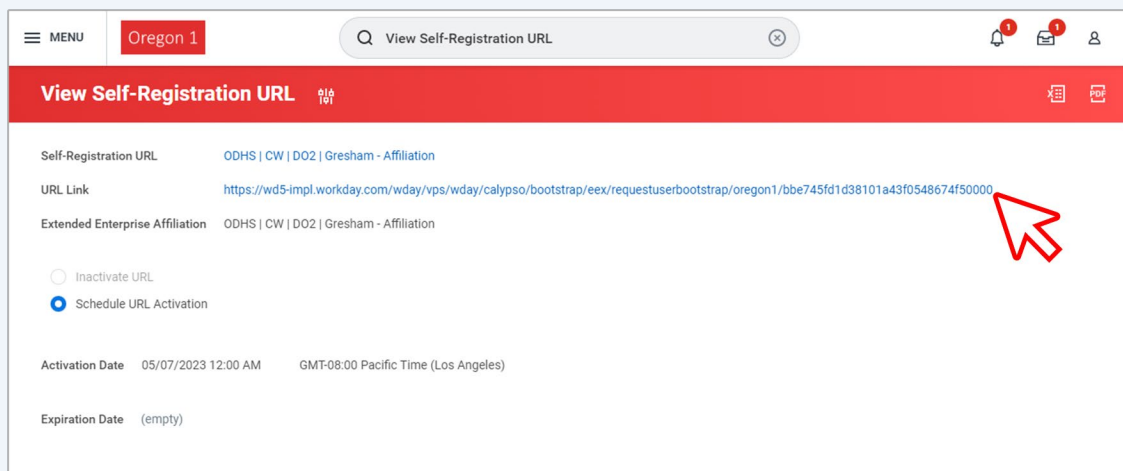
If the new EELearner **does** have a previous state account, continue to step 2; if they don't, go to step 3.

2. Get the first name, last name and email address used on the previous Workday account with the state. Then, contact your upstream Affiliation Manager and ask them to update the EELearner's profile with (1) your organization's sub-affiliation, and (2) the new email address of the EELearner. Once the new EELearner's account is updated, they will have access to their previous training records and be able to take training with your organization. Continue to step 7.
3. If the person **does not** have a prior account in Workday, AND your organization has been assigned your own sub-affiliation, give them the link to your organization's sub-affiliation. (If your organization has not yet been assigned a sub-affiliation, go to step 9.) You can find

that by (1) searching in Workday for *View Self-Registration URL*. From that prompt, (2) click the option *Extended Enterprise Affiliations with Active URLs*, and (3) then select your sub-affiliation. Click the OK button to continue.



4. From the *View Self-Registration URL* page, find the link for someone to create a Workday Learning account in your sub-affiliation at the field *URL Link* as show below.



5. Share this link with person *after* you know that they don't have a previous state of Oregon account in Workday. When the person clicks the link, they will start the 2-step registration process by clicking the *Next Step* button on step 1 of the *Register to Learn* screen. All EELearners will select the United States as their country.

Register to Learn

STEP 1 of 2

Country *

United States of America

Next Step

workday.

© 2022 Workday, Inc.

6. On the *STEP 2 of 2* screen, the person will enter their first name (given name), last name (surname), and email address they want associated with this account. They will need to access this email account to reset their password. In most cases it is suggested that the employee use their work email address, but they can choose to use a personal email account if they wish. Check with your upstream Affiliation Manager for their recommendation. The person will then click the *Submit Registration* button to complete their request for an account.

Register to Learn

STEP 2 of 2

First Name *

Joe

Last Name *

Smith

Email *

JoSmith@noname.abc

Submit Registration

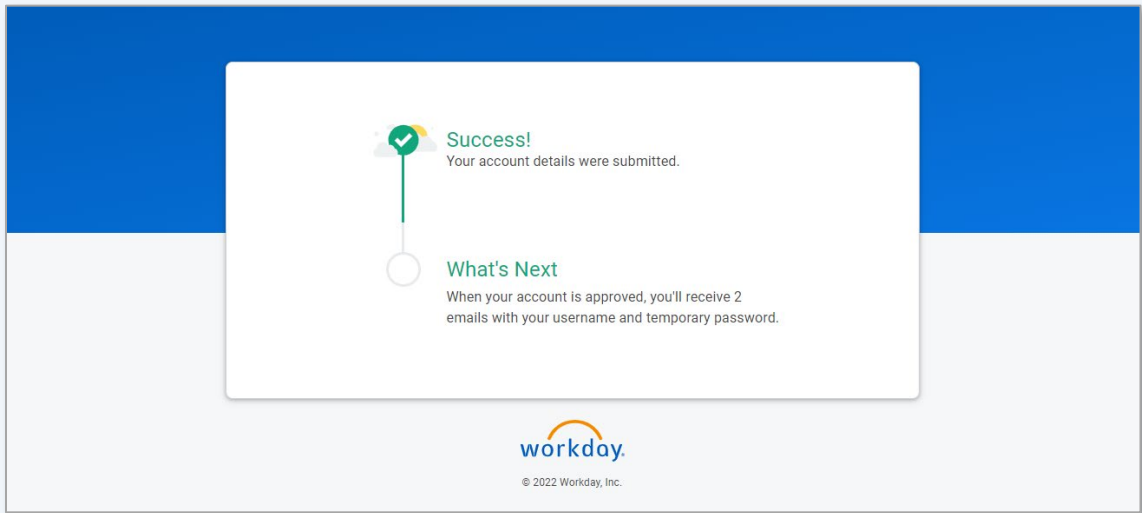
[Back to Previous Step](#)

workday.

© 2022 Workday, Inc.

7. The last screen the person will see in the process informs them (1) they've successfully completed the account request, and (2) the next step is that their request needs to be approved. That's where you

come in. Once you approve their account request in Workday, then they'll be able to access their account and take training.



8. For instructions on how to approve a request for a new Workday Learning account, see the article *Approve a New EELearner Account*.
9. If your organization has not yet been assigned your own sub-affiliation, share the generic link below to the ODHS program that you work with:
 - [Aging and People with Disabilities](#) (APD)
 - Child Welfare
 - [ICPC](#)
 - [ILP](#)
 - [Resource/Adoptive Parents](#)
 - [Treatment Services](#)
 - [Tribes](#)
 - [All other services](#)
 - [Office of Developmental Disabilities Services](#) (ODDS)
 - [Office of Training Investigations & Safety](#) (OTIS)
 - [Self-Sufficiency Programs](#) (SSP)
 - [Vocational Rehabilitation](#) (VR)

The EELearner will go through the same steps noted above, but their account will be approved by your upstream Affiliation Manager instead of by you.

To request a custom affiliation for your organization, contact your upstream Affiliation Manager.

That's how someone requests and receives a new Workday Learning account.