

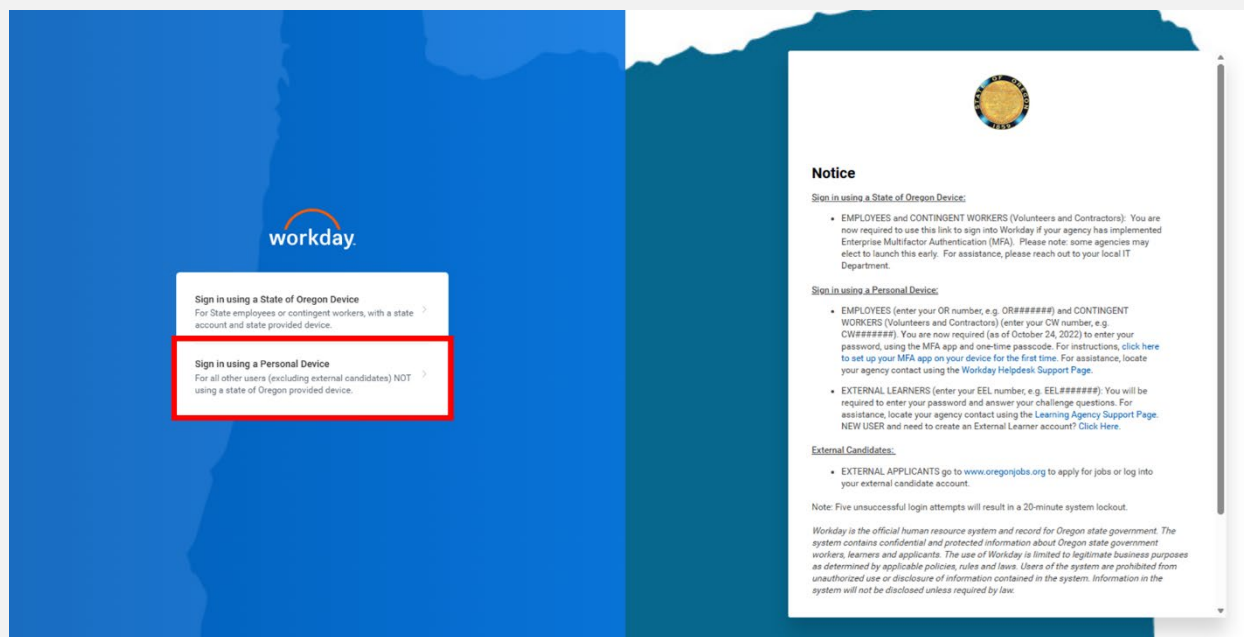


EE Learner Log into Workday with Authentication

This job aid provides step-by-step instructions of how an Extended Enterprise Learner (EE Learner) logs into Workday using one of two authentication processes.

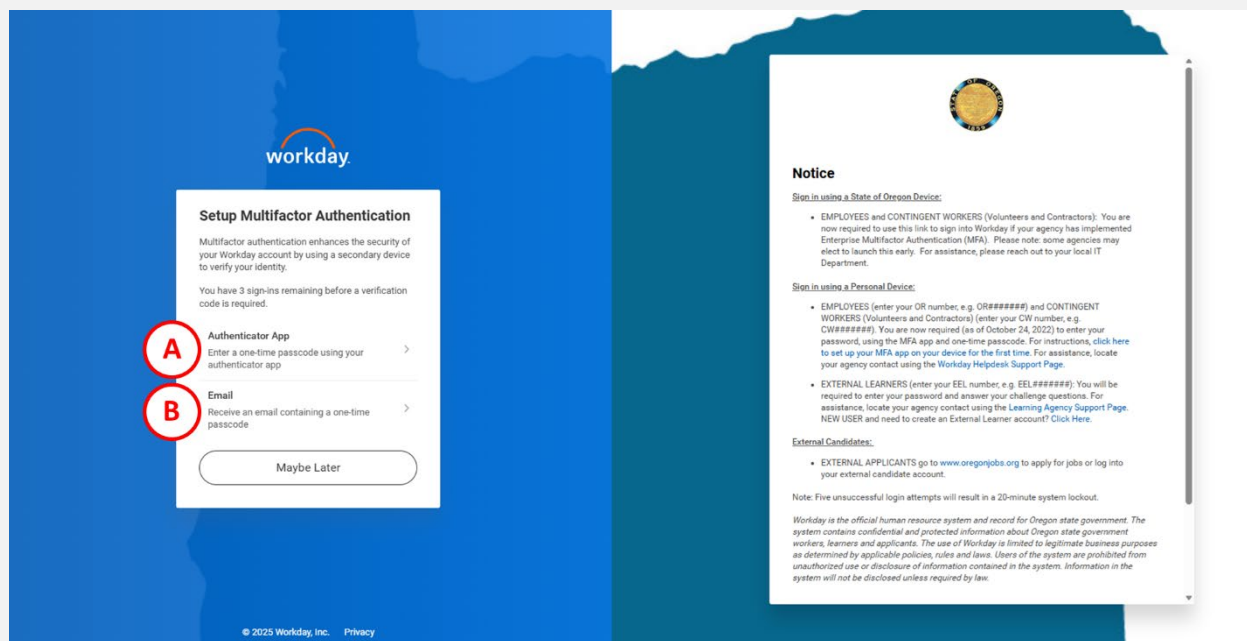
Below are updated login steps required for an EE Learner to log into Workday. This process is effective starting December 1, 2025.

1. Log into Workday at <https://wd5.myworkday.com/oregon/d/home.html>.
2. From the Workday login screen, click “Sign in using Personal Device” and enter username and password.



3. From the Workday screen to setup multifactor authentication, select one of the following methods for all future logins:

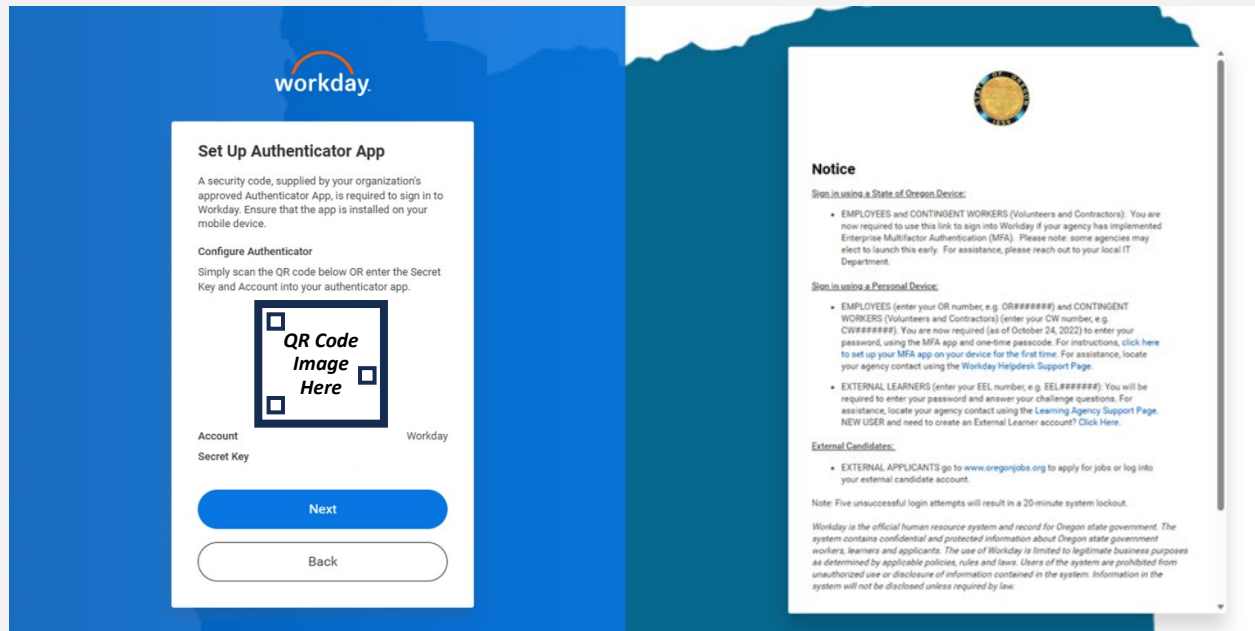
- A. Preferred: Click “Authenticator App” to approve the login using an authenticator app (like Microsoft or Google Authenticator)
- B. Alternative: Click “Email” to receive a one-time access code sent to your email address associated with your Workday account.



The option chosen in this setup will be the method Workday will use for future logins with this account.

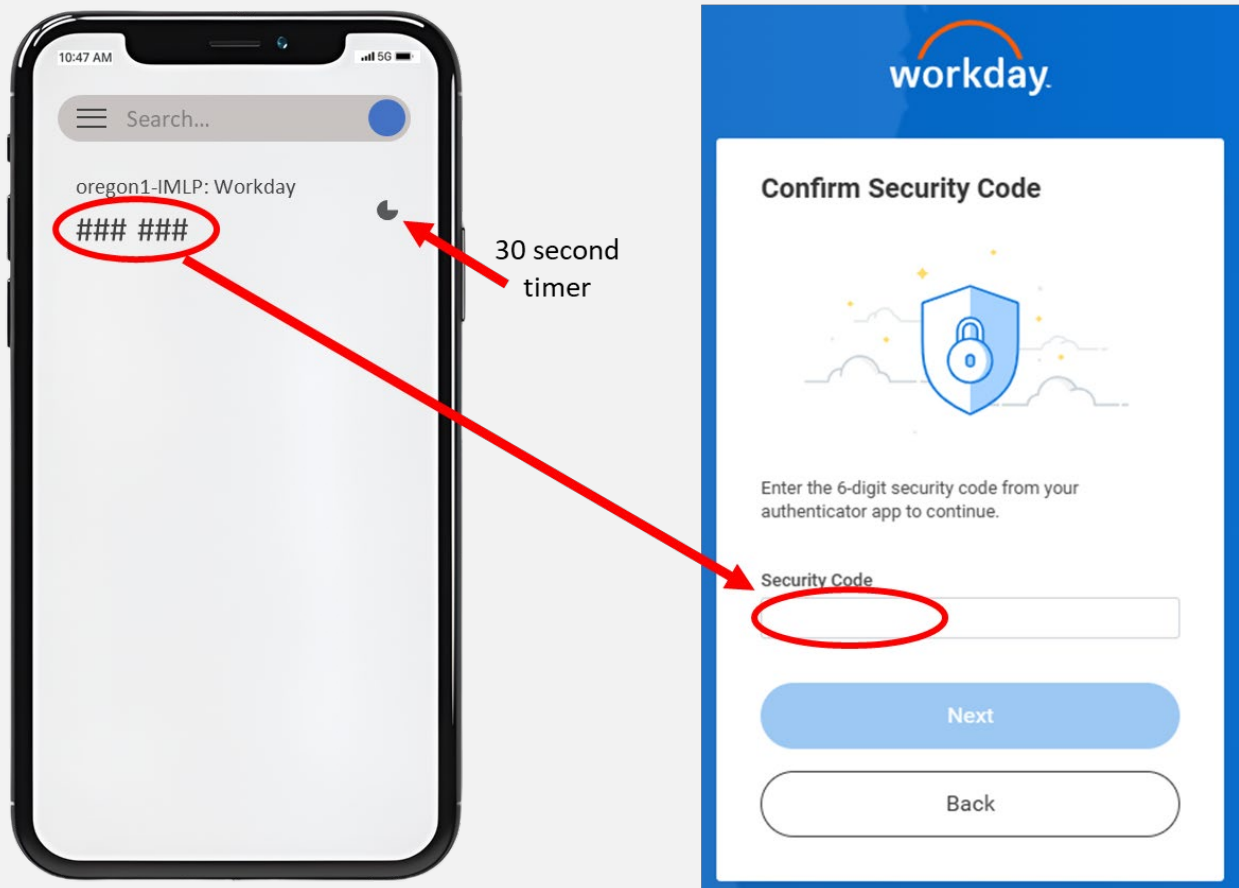
You may choose to skip multifactor authentication up to three times. After the third sign-in without using multifactor authentication, you will be required to use one of the two options noted above to sign-in.

4. If using the preferred method (A) using an authenticator app (like Microsoft or Google Authenticator), configure your app with a QR code as shown below:



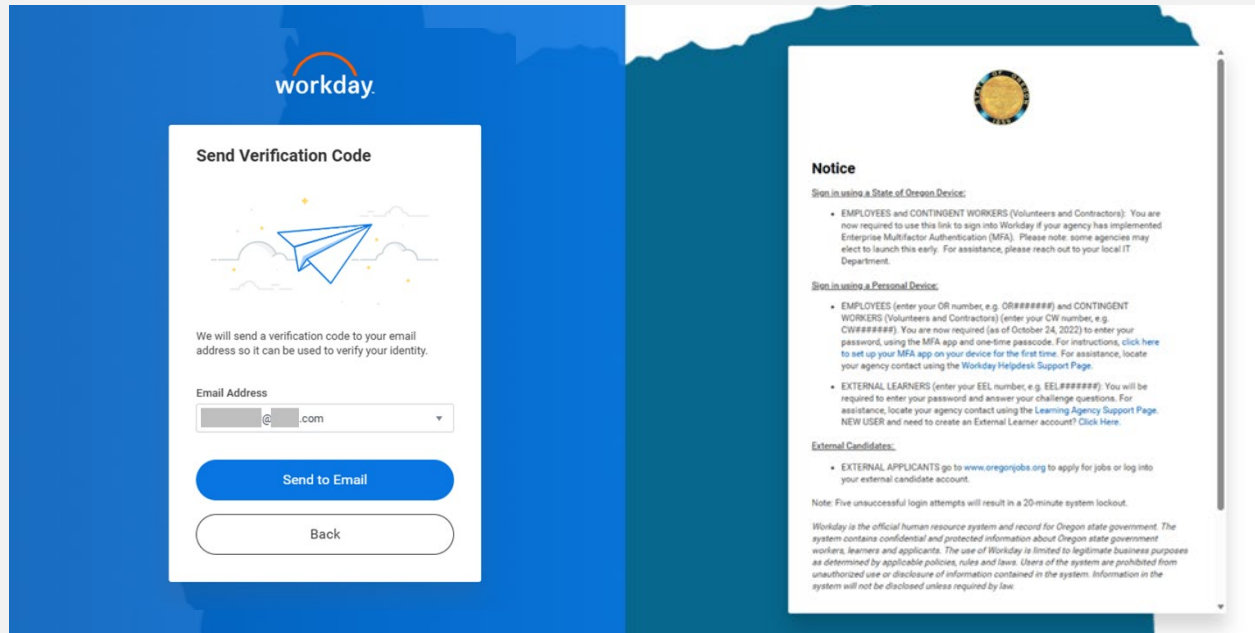
Scanning the QR code will configure your phone's authenticator app with your Workday account.

5. Once your authenticator app is configured, enter the security code sent to your phone into the Workday *Confirm Security Code* screen:



You will have 30 seconds to enter the code from your phone to the Workday *Confirm Security Code* screen. If you do not enter the code within 30 seconds, you will be sent a new code to enter.

6. If using the alternative method (B), click the *Send an Email* button to receive a one-time verification code sent to the email address associated with your Workday account.



The screenshot shows the Workday 'Send Verification Code' interface. The main panel has a blue background with the Workday logo at the top. Below the logo, the title 'Send Verification Code' is displayed. A paper airplane icon is shown with the text 'We will send a verification code to your email address so it can be used to verify your identity.' Below this, there is an 'Email Address' field with a dropdown menu showing '@.com'. Two buttons are at the bottom: 'Send to Email' (blue) and 'Back' (white with a blue border).

The sidebar on the right is titled 'Notice' and contains the following information:

Notice

Sign in using a State of Oregon Device:

- EMPLOYEES and CONTINGENT WORKERS (Volunteers and Contractors): You are now required to use this link to sign into Workday if your agency has implemented Enterprise Multifactor Authentication (MFA). Please note: some agencies may elect to launch this early. For assistance, please reach out to your local IT Department.

Sign in using a Personal Device:

- EMPLOYEES (enter your OR number, e.g. OR#####) and CONTINGENT WORKERS (Volunteers and Contractors) (enter your CW number, e.g. CW#####). You are now required (as of October 24, 2022) to enter your password, using the MFA app and one-time passcode. For instructions, click [here](#) to set up your MFA app on your device for the first time. For assistance, locate your agency contact using the [Workday Helpdesk Support Page](#).
- EXTERNAL LEARNERS (enter your EEL number, e.g. EEL#####): You will be required to enter your password and answer your challenge questions. For assistance, locate your agency contact using the [Learning Agency Support Page](#). NEW USER and need to create an External Learner account? [Click Here](#).

External Candidates:

- EXTERNAL APPLICANTS go to www.oregonjobs.org to apply for jobs or log into your external candidate account.

Note: Five unsuccessful login attempts will result in a 20-minute system lockout.

Workday is the official human resource system and record for Oregon state government. The system contains confidential and protected information about Oregon state government workers, learners and applicants. The use of Workday is limited to legitimate business purposes as determined by applicable policies, rules and laws. Users of the system are prohibited from unauthorized use or disclosure of information contained in the system. Information in the system will not be disclosed unless required by law.

7. Once you receive the one-time code to your email, enter it in the *Enter Verification Code* screen, then press the *Continue* button to complete your login.

The image shows two side-by-side screenshots from a Workday login process. The left screenshot is the 'Enter Verification Code' screen, which has a blue background with the Workday logo at the top. It features a shield icon with a lock and a keyhole, and a text box for entering the verification code. Below the text box are 'Continue' and 'Back' buttons. The right screenshot is a 'Notice' document with a yellow seal at the top. It contains information about the State of Oregon's transition to a new system, including instructions for employees, contingent workers, and external learners.

workday.

Enter Verification Code

We sent a verification code to [redacted]@[redacted].com. Enter this code to verify this email address.

Verification Code

Continue

Back

Notice

State is using a State of Oregon Device.

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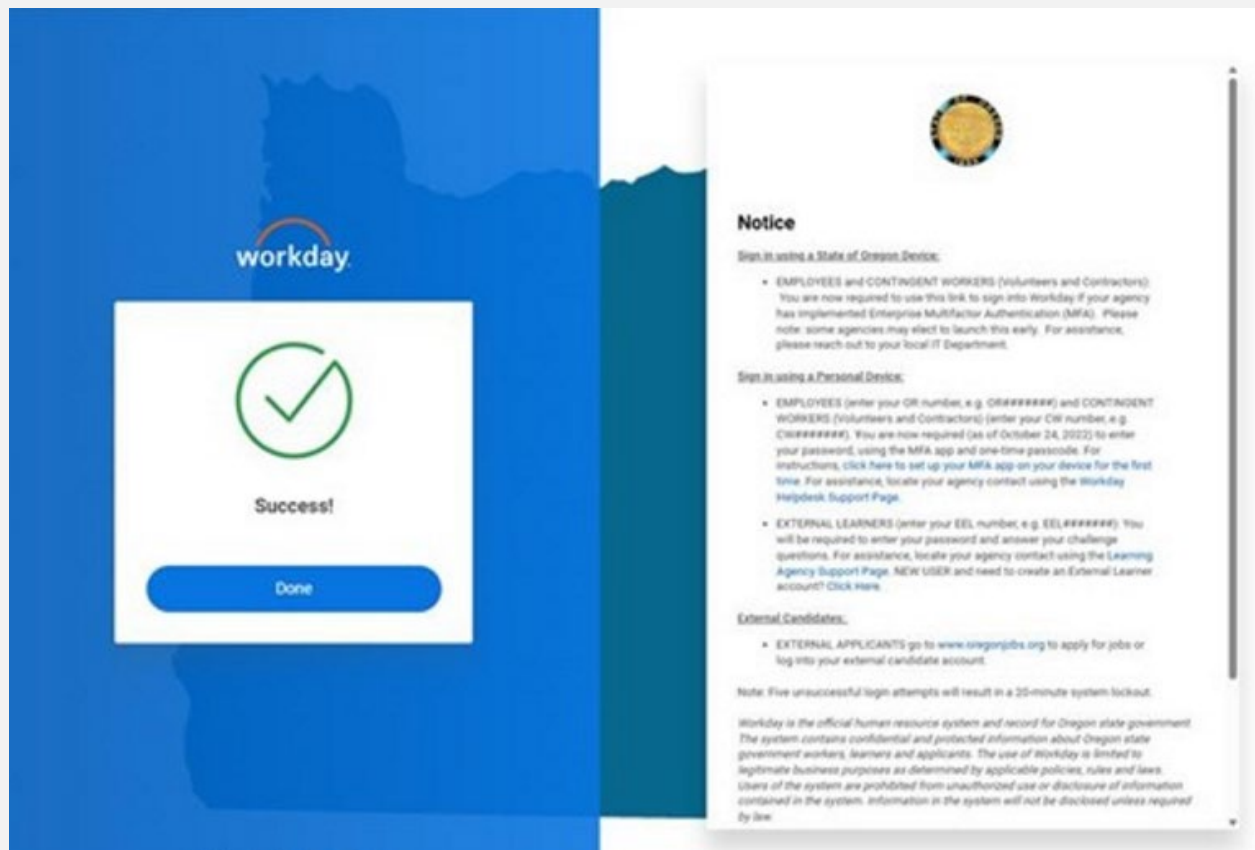
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8. A “Success” screen will appear when either authentication process is completed. Click the Done button to continue into Workday.

Each login will require a new verification code.



*** END OF JOB AID ***