

# How to Create a Workday Learning Account (ILP Providers)

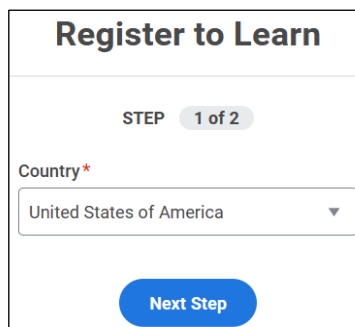
## Step 1. Create Account

Each individual learner needs their own account and email address. Learners can't share email addresses or accounts.

To begin the process, click the link below:

[ILP Self-Registration](#)

Select your **Country** from the drop-down menu and click **Next Step**.



**Register to Learn**

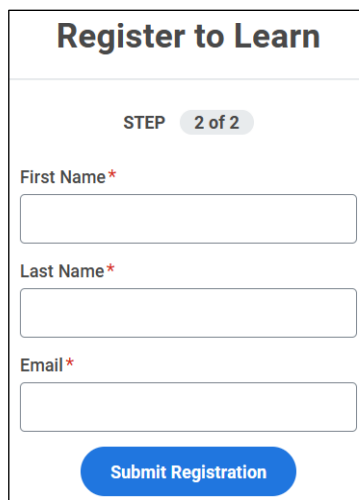
STEP 1 of 2

Country\*

United States of America ▼

Next Step

Enter in your **First Name**, **Last Name**, and **Email** address. Click **Submit Registration**. You will see a confirmation that your account details were submitted.



**Register to Learn**

STEP 2 of 2

First Name\*

Last Name\*

Email\*

Submit Registration

## Step 2. Check for Approval Emails

Please allow **five business days** for your account to be approved.

Once your account is approved, you will receive 2 emails. Check your email account for the two approval emails. If you don't see them, please look in your **junk** or **spam** folders.

- |                                    |   |
|------------------------------------|---|
| <input type="checkbox"/> ☆ Workday | Additional information about your Workday account - Please sign in to Workday with the following temporary pass...  |
| <input type="checkbox"/> ☆ Workday | Your Workday account - An account has been created in the Workday system for you. Your password has been sent in... |

- “Your Workday account” - This email includes your **Username**.
- “Additional information about your Workday account” - This email includes your **temporary Password**.

## Step 3. Login

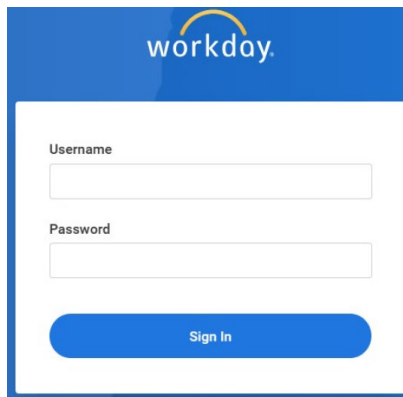
Go to the Workday website and login using the link below:

<https://wd5.myworkday.com/oregon>

Select the option to **Sign in using a Personal Device**.

Sign in using a Personal Device  
For all other users (excluding external candidates) NOT  
using a state of Oregon provided device. >

Type in your **Username** and *temporary Password* from the Workday emails and click **Sign In**.

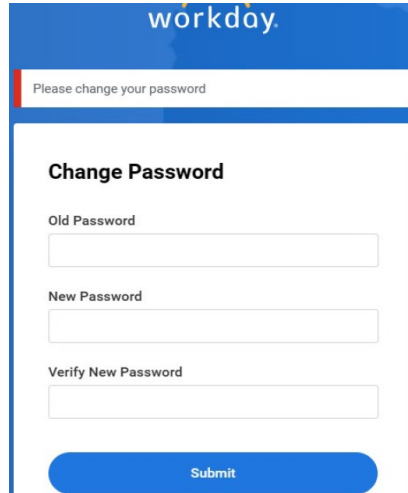


The image shows the Workday login interface. At the top is the Workday logo. Below it is a white box containing two input fields: "Username" and "Password". Below the password field is a blue "Sign In" button.

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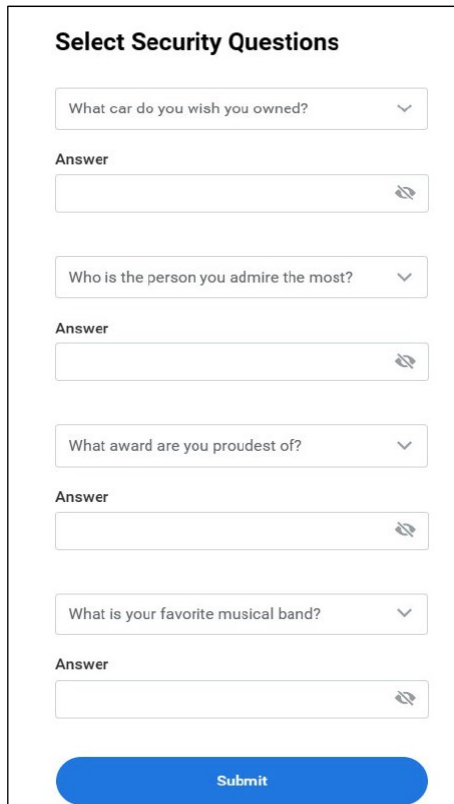
Type your temporary password from the email into the **Old Password** field. Then enter a new password into the **New Password** and **Verify New Password** fields and click **Submit**.

**\*\*Passwords must contain a minimum of 10 characters and include uppercase, lowercase, Arabic numerals 0-9, and special character.**



The image shows a mobile app interface for Workday. At the top is a blue header with the 'workday.' logo. Below the header is a white box with a red border containing the text 'Please change your password'. Underneath is a white box with a blue border titled 'Change Password'. Inside this box are three input fields: 'Old Password', 'New Password', and 'Verify New Password'. At the bottom of the box is a blue button labeled 'Submit'.

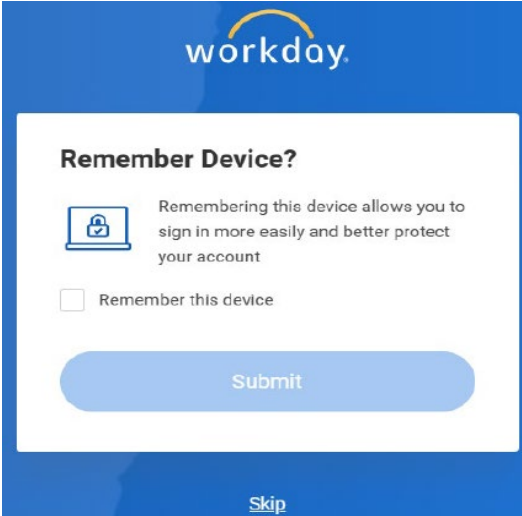
Select your **Security Questions**, type in your answers and click **Submit**:



The image shows a mobile app interface for selecting security questions. It has a white background with a blue border. At the top is a blue header with the text 'Select Security Questions'. Below the header are four rows, each consisting of a dropdown menu and an 'Answer' input field. The dropdown menus contain the following questions: 'What car do you wish you owned?', 'Who is the person you admire the most?', 'What award are you proudest of?', and 'What is your favorite musical band?'. Each 'Answer' input field has a small blue icon on the right side. At the bottom of the form is a blue button labeled 'Submit'.

# How to Create a Workday Learning Account (ILP Providers)

If you would like Workday to remember your device for future login, select the checkbox and click **Submit**. Otherwise, click **Skip**.



The image shows a Workday login dialog box titled "Remember Device?". It features a blue header with the Workday logo. Below the title, there is a laptop icon with a checkmark. To the right of the icon, the text reads: "Remembering this device allows you to sign in more easily and better protect your account". Below this text is a checkbox labeled "Remember this device". At the bottom of the dialog box is a large blue button labeled "Submit". Below the dialog box, the word "Skip" is visible in a smaller font.

**For Workday questions, email:** [ILP.Central@odhsoha.oregon.gov](mailto:ILP.Central@odhsoha.oregon.gov)  
Subject Line: Workday Learning Account Support