Workday Learning Guide for Resource Families

Oregon Department of Human Services
CHILD WELFARE
Equity, Training & Workforce Development

Creating an Extended Enterprise (EE) Learner Account

Note: Before creating an EE Learner account, you will need to have an email address. See [these instructions](#) for free accounts if needed.
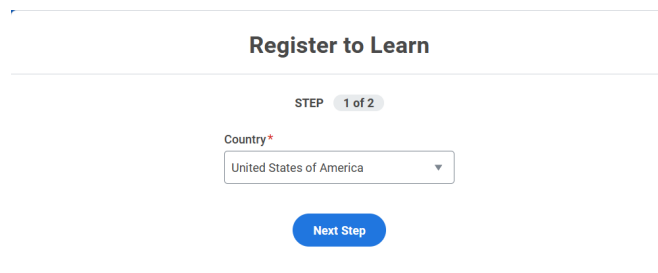
Step 1

[Select your county](#) from the Resource Family Workday Learning website. Once you have selected your county, the link will direct you to the Workday Learning account setup.
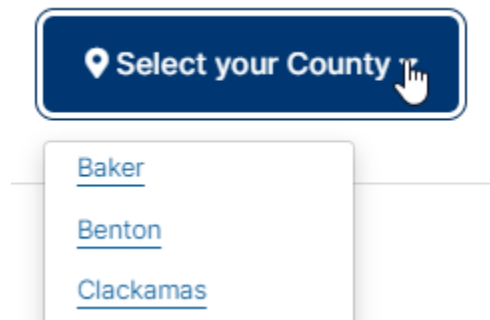
Step 2

Register to Learn

Select your country from the drop-down menu and click "Next Step".

Step 3

Register to Learn

Type in your first name, last name, email address and click "Submit Registration".

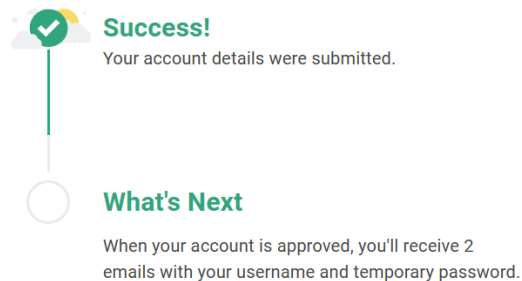**Register to Learn**

STEP 2 of 2

First Name*

Last Name*

Email*

Submit Registration

← **Back to Previous Step**

Step 4

You will see a confirmation that your account details were submitted.

Success!
Your account details were submitted.

What's Next

When your account is approved, you'll receive 2
emails with your username and temporary password.

Step 5

Check your email account for two approval emails.
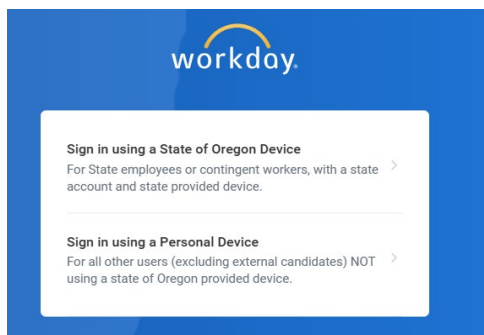
Example:

- Open the "Your Workday Account" email. This will give you your username (which is your email address).
- Open the "Additional information about your Workday account" email to access your temporary password.
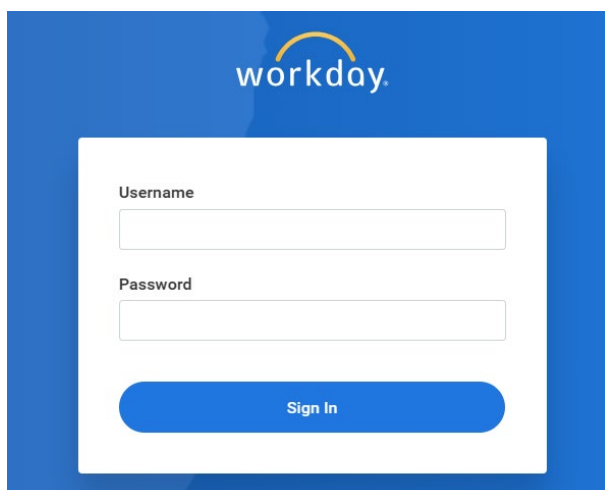
Step 6

Go to the Workday website: https://wd5.myworkday.com/oregon

Step 7

Click on the option to sign in using a Personal Device.
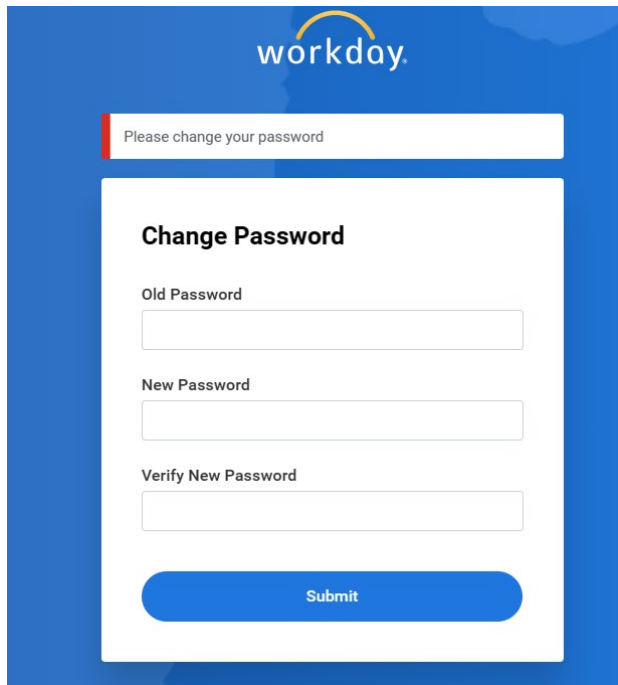
Type in your username and temporary password from the Workday email you received and click "Sign In".

Step 8

Type your temporary password into the "old password" area and then type in a new password of your choice in both the "New Password" and "Verify New Password" areas and click "Submit".

Step 9

Select your security questions, type in your answers, and click submit.
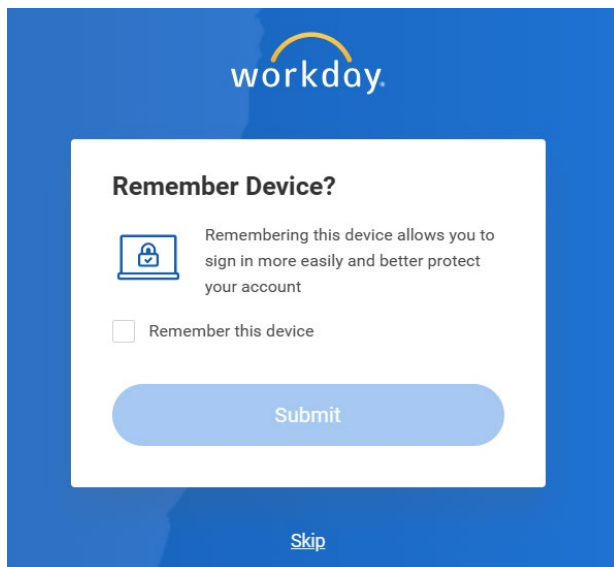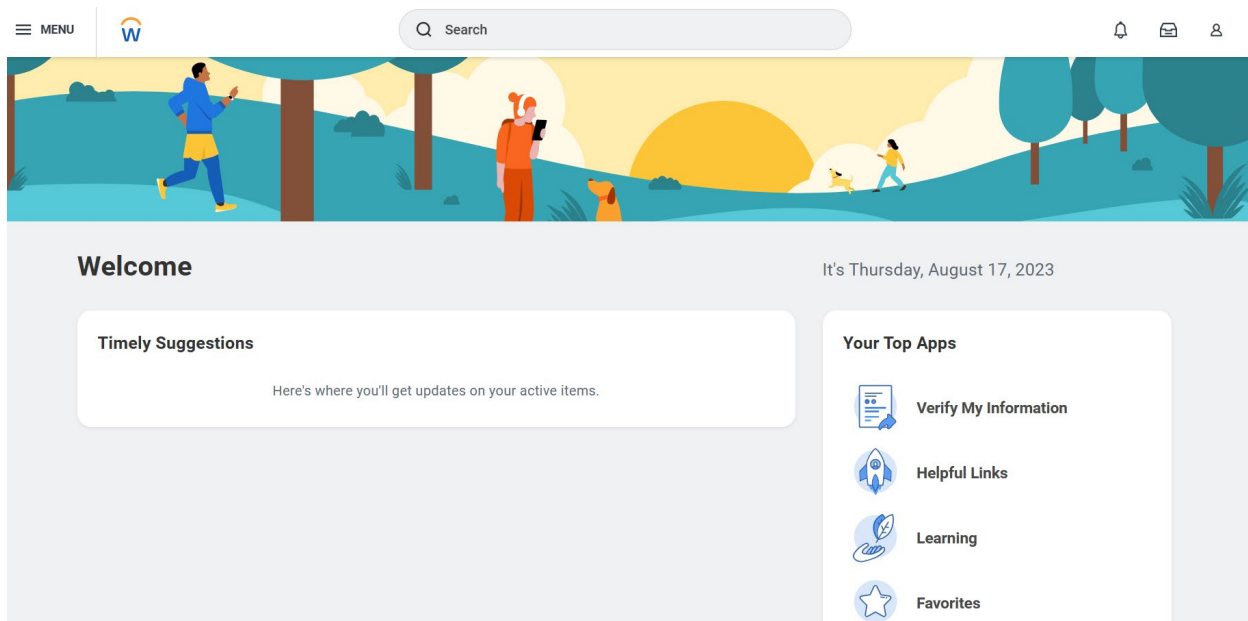
Step 10

If you want Workday to remember your device for easy future sign-on, select the check box and click submit. Otherwise, click skip.

Step 11

View your Workday Learning dashboard.