

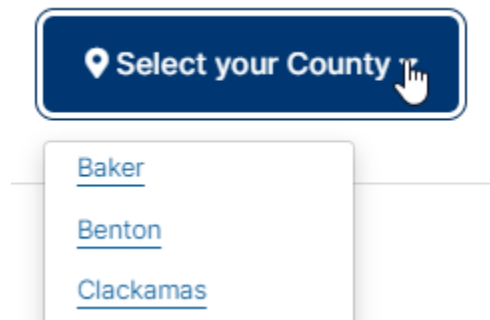
# Workday Learning Guide for Resource Families

## 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

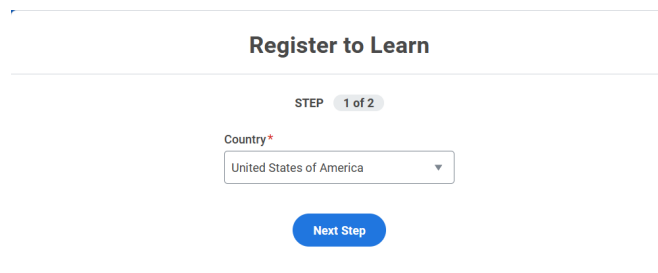
[Select your county](#) from the Resource Family Workday Learning website. Once you have selected your county, the link will direct you to the Workday Learning account setup.



### Step 2

#### Register to Learn

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

A screenshot of a web form titled "Register to Learn". At the top, it says "STEP 1 of 2". Below that is a "Country\*" dropdown menu with "United States of America" selected. At the bottom of the form is a blue "Next Step" button.

### Step 3

#### Register to Learn

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

**Register to Learn**

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STEP 2 of 2

First Name\*

Last Name\*

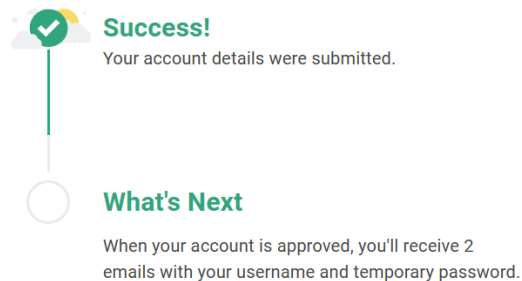
Email\*

[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:

<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...

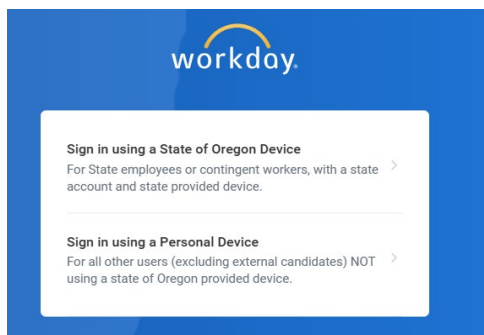
- Open the “Your Workday Account” email. This will give you your username (which is your email address).
- Open the “Additional information about your Workday account” email to access your temporary password.

## Step 6

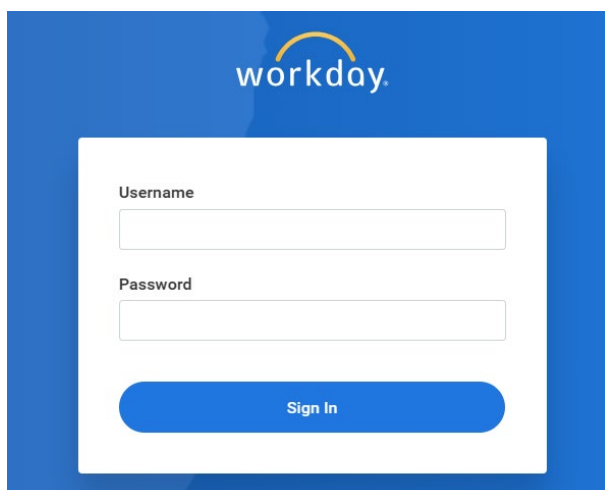
Go to the Workday website: <https://wd5.myworkday.com/oregon>

## Step 7

Click on the option to sign in using a Personal Device.

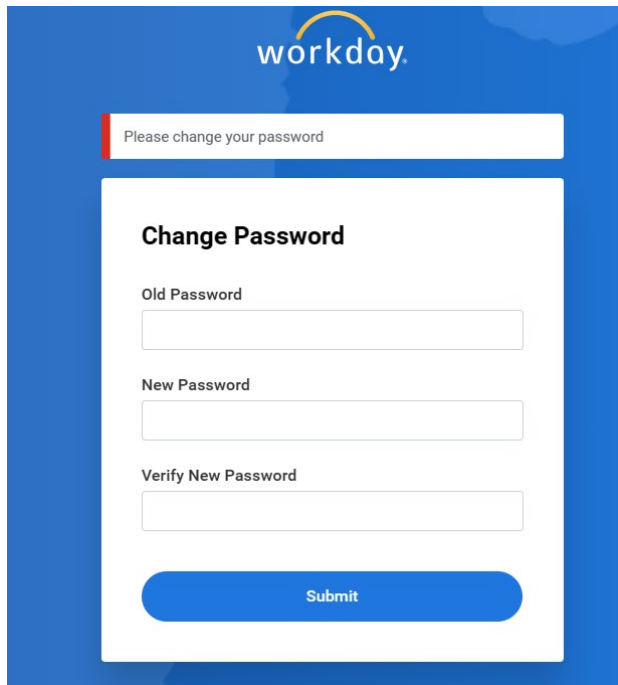


Type in your username and temporary password from the Workday email you received and click “Sign In”.



## 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”.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is located at the bottom of the form.

## Step 9

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

### Select Security Questions

What car do you wish you owned?

Answer

Who is the person you admire the most?

Answer

What award are you proudest of?

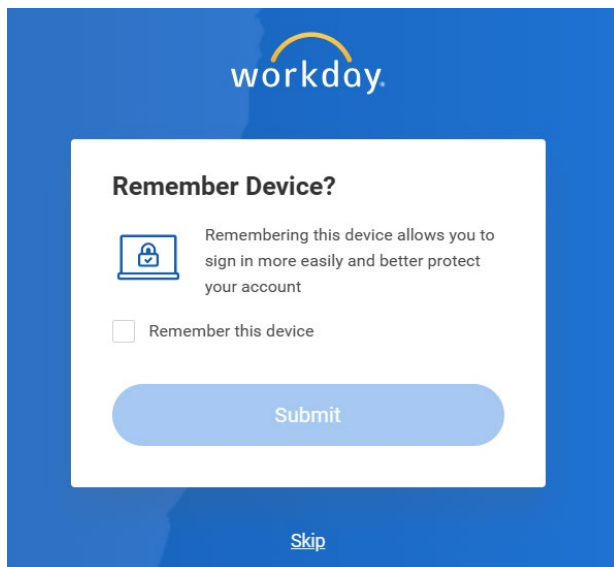
Answer

What is your favorite musical band?

Answer

## Step 10

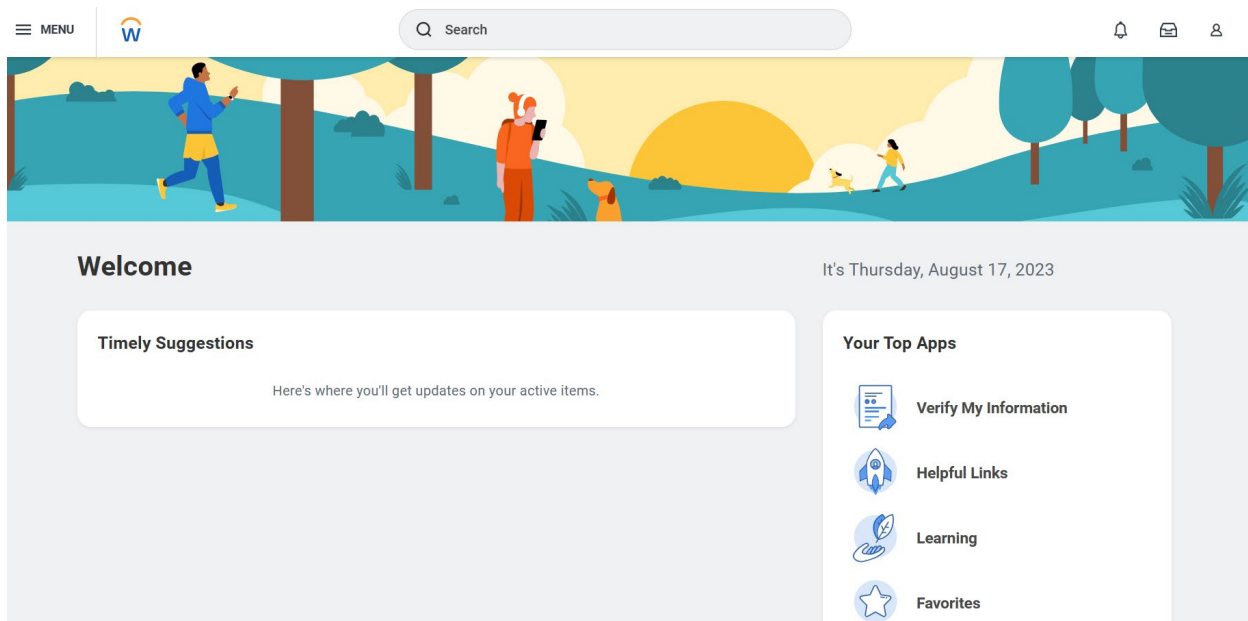
If you want Workday to remember your device for easy future sign-on, select the check box and click submit. Otherwise, click skip.



The image shows a blue dialog box with the Workday logo at the top. The title is "Remember Device?". Below the title is an icon of a laptop with a lock, followed by the text: "Remembering this device allows you to sign in more easily and better protect your account". There is a checkbox labeled "Remember this device" which is currently unchecked. At the bottom of the dialog box is a large blue button labeled "Submit". Below the dialog box, centered, is a link labeled "Skip".

## Step 11

View your Workday Learning dashboard.



The image is a screenshot of the Workday Learning dashboard. At the top, there is a navigation bar with a "MENU" icon, the Workday logo, a search bar with the text "Search", and notification, mail, and user profile icons. Below the navigation bar is a large banner illustration of a park scene with people walking, a dog, and a sunset. The main content area is titled "Welcome" and shows the date "It's Thursday, August 17, 2023". There are two main sections: "Timely Suggestions" with the text "Here's where you'll get updates on your active items." and "Your Top Apps" which lists four items: "Verify My Information", "Helpful Links", "Learning", and "Favorites", each with a corresponding icon.