

# Workday Learning Account Setup Guide

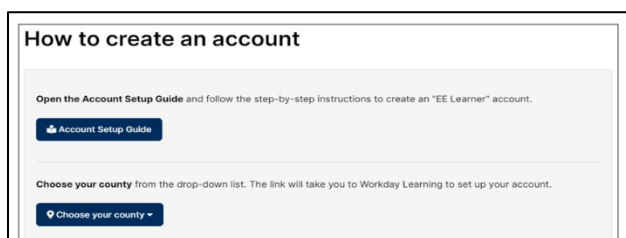
## Step 1 – Create Workday Account:

Each individual learner will need their own account and email address. Learners are unable to share email addresses or accounts.

To begin the process, hold down Ctrl Key+ click to follow link: [Workday Learning for Resource Families](https://www.oregon.gov/odhs/providers-partners/foster-care/Pages/workday.aspx)

NOTE: If you receive hard copy in mail, access site by typing this address into web browser:  
**<https://www.oregon.gov/odhs/providers-partners/foster-care/Pages/workday.aspx>**

Go to “***How to create a new account***” section and select “***Choose your county***”.



How to create an account

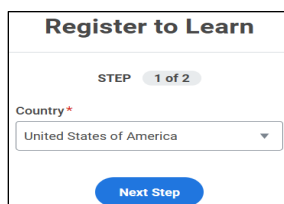
Open the Account Setup Guide and follow the step-by-step instructions to create an “EE Learner” account.

[Account Setup Guide](#)

Choose your county from the drop-down list. The link will take you to Workday Learning to set up your account.

[Choose your county](#)

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



Register to Learn

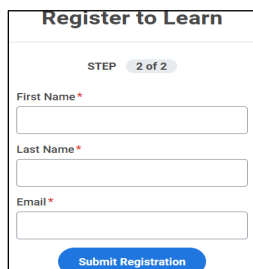
STEP 1 of 2

Country \*

United States of America

[Next Step](#)

Type in your **First Name**, **Last Name**, and **Email** address. Click **Submit Registration**.



Register to Learn

STEP 2 of 2

First Name \*

Last Name \*

Email \*

[Submit Registration](#)

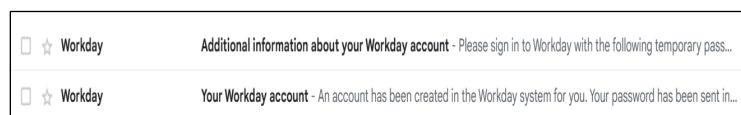
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You will see confirmation that your account details were submitted.

## Step 2 – Check Email Account:

Please allow five business days for account to be approved.

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



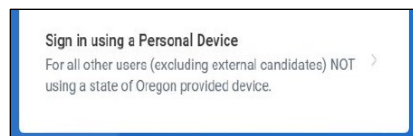
- “Your Workday account” email contains the **Username**.
- “Additional information about your Workday account” contains *temporary Password*.

## Step 3 – Login:

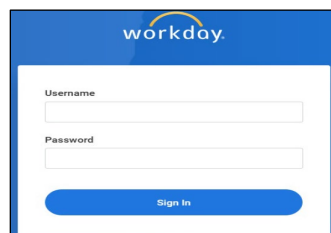
Go to the Workday website and login. Hold down Ctrl Key+ click to follow link:

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

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

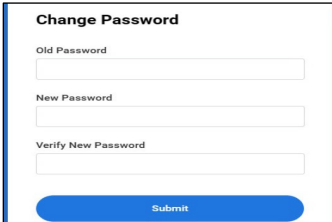


Type in your **Username** and *temporary Password* from the Workday emails and click “**Sign In**”.



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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, then click **Submit**.



**Change Password**

Old Password

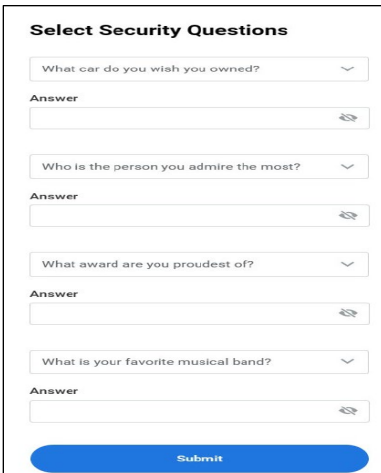
New Password

Verify New Password

**Submit**

**\*\*Passwords must contain minimum of 10 characters (Uppercase, lowercase, numerals 0-9, and special character).**

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?

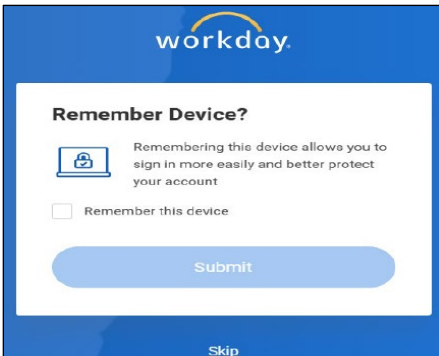
Answer

What is your favorite musical band?

Answer


**Submit**

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



**workday.**

**Remember Device?**

 Remembering this device allows you to sign in more easily and better protect your account

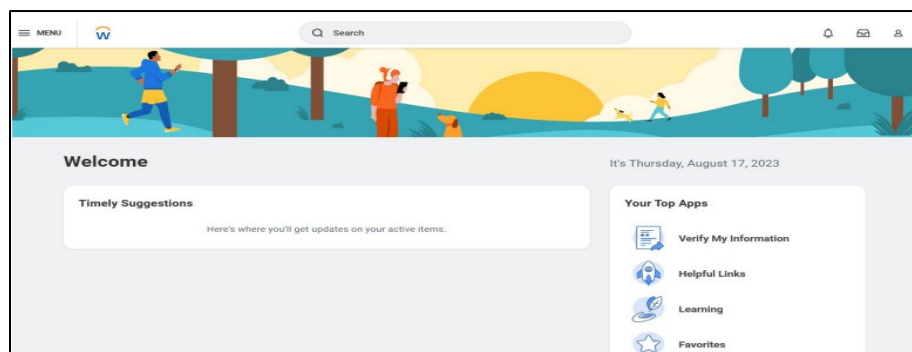
☐ Remember this device

**Submit**

**Skip**

# Workday Learning Account Setup Guide

Here is the dashboard view of a Workday account:



## Next Steps – Training:

After you have successfully created a Workday account, learners are able to access training.

\*Each Resource/Adoptive Parent will need to log into their own Workday Learning Account prior to selecting the link for Orientation and Mandatory Reporting. This will ensure all adult members of the resource family get credit for completion of the two prerequisite trainings Orientation and Mandatory Reporting of Child Abuse.

### [Orientation for General Applicant](#) (2hrs)

### [Orientation for Child-Specific and Relatives](#) (2hrs)

This course provides an introduction and overview to help you determine if becoming a resource to children is right for you.

### [Mandatory Reporting of Child Abuse in Oregon](#) (45-60min)

This course describes the role of mandatory reporters in reporting suspected child abuse. Participants gain knowledge of abuse definitions, when and how to make a report, and what information is helpful to share with the Oregon Child Abuse Hotline screener.

## The following are recommended optional trainings:

- [Overview of the Child Welfare System](#)
- Expanding your Parenting Paradigm ([General](#) or [Kinship](#)).

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The following course is required:

## **ODHS – CW – Resource and Adoptive Family Training (RAFT)**

Resource and Adoptive Family Training (RAFT) is the ODHS Child Welfare certification training curriculum for all resource parents, relative resource parents, and pre-adoptive parents.

RAFT must be completed for all resource parents within 12 months of becoming a certified resource parent. RAFT is a 27-hour curriculum that consists of nine, 3-hour sessions delivered at a set date and time.

Select the link for each Session > Then **Select Offering** button > Choose Date/Time that works best for your schedule > Click **OK**. Repeat the process for all 9 sessions.

Each Resource/Adoptive Parent will need to register for RAFT. Resource parents may attend the same class using the same computer.

[ODHS - CW - RAFT Session 1](#)

[ODHS - CW - RAFT Session 2](#)

[ODHS - CW - RAFT Session 3](#)

[ODHS - CW - RAFT Session 4](#)

[ODHS - CW - RAFT Session 5](#)

[ODHS - CW - RAFT Session 6](#)

[ODHS - CW - RAFT Session 7](#)

[ODHS - CW - RAFT Session 8](#)

[ODHS - CW - RAFT Session 9](#)

To connect with your local Resource Family Retention and Recruitment Champion select link: <https://www.oregon.gov/odhs/foster-care/pages/default.aspx>