

1) Create 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

Go to "How to create a new account" section. Select "Choose your county".

low to create an account		
Open the Account Setup	Guide and follow the step-by-step instructions to create an "EE Learner" account.	
Choose your county from	n the drop-down list. The link will take you to Workday Learning to set up your account.	

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

Register to Learn	
STEP 1 of 2	
Country*	
United States of America	r
Next Step	

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

Reg	iste	r to Learn
	STEP	2 of 2
First Name*		
Last Name*		
Email*]
s	ubmit F	Registration



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.

🗌 🕁 Workday	Additional information about your Workday account - Please sign in to Workday with the following temporary pass
🗌 🕁 Workday	Your Workday account - An account has been created in the Workday system for you. Your password has been sent in

- "Your Workday account" email contains the Username.
- "Additional information about your Workday account" contains temporary Password.

3) Login:
Go to the Workday website and login, hold down Ctrl Key+ click to follow link: <u>https://wd5.myworkday.com/oregon</u>
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 <i>temporary</i> Password from the Workday emails and click "Sign In".
Username Password Sign In
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



Workday Learning Account Setup Guide

**Passwords must contain a minimum of 10	
	characters (Uppercase, lowercase, numerals 0-9, and special character).
Select your Security Questions, typ	e in your answers and click Submit :
	Select Security Questions
	What car do you wish you owned? \sim
	Answer
	Who is the person you admire the most?
	Answer
	124
	What award are you proudest of? \sim
	Answer
	200
	What is your favorite musical band?
	Answer
	Submit
If you would like Workday to rememb Submit . Otherwise, click Skip .	Remember Device?
	sign in more easily and better protect your account Remember this device
Here is the dashboard view of a Wor	eign in more easily and better protect your account Remember this device Submit Skip
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Next Step - Training:

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

The following courses are required prerequisite trainings prior to attending RAFT:

- ODHS CW Resource Parent Orientation Training (2hrs)
- ODHSOHA HR Mandatory Reporting of Child Abuse in Oregon (45-60min)

Select link to access each course: <u>Resource Parent Orientation Training</u> <u>Mandatory Reporting of Child Abuse in Oregon</u>

*Each Resource/Adoptive Parent will need to log in on 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.

Recommended Optional Trainings: <u>Overview of the Child Welfare System</u> and Expanding your Parenting Paradigm (<u>General</u> or <u>Kinship</u>).

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. The curriculum consists of nine, 3-hour sessions delivered via Zoom 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.

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