
How to Enroll in a Course

You can self-enroll in courses, or your certifier can assign courses to your Workday Learning account.

Some courses are digital (on demand) and can be completed at any time. Other courses such as hybrid, virtual classroom, or in person have scheduled offerings with set dates and times.

Assigned learning

When your certifier enrolls you in a course, you will receive an email from Workday Learning.

Step 1: Open the email and click on the course name. This will direct you to the Workday Login.

Step 2: [Login to Workday](#) and you will be directed to the course.

Step 3: Proceed to Step 1 under [Course Selection](#), below.

Self-enrollment learning

You have two options to self-enroll for resource family training:

Option 1 (recommended) - Resource Parent Training and Support Website:

Step 1: Navigate to the type of training you need:

- [Certification \(RAFT\)](#)
- Certification Renewal (Ongoing): [Course Schedule](#)
- Certification Renewal (Ongoing): [Just-in-Time](#) (self-paced).

Step 2: Select the registration link for the course you wish to take. This will direct you to the Workday login.

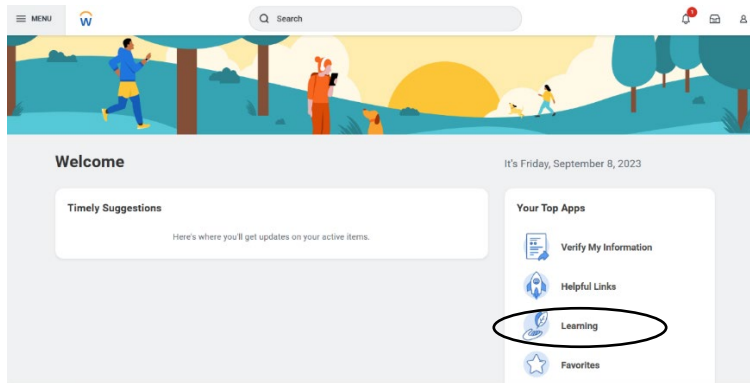
Step 3: [Login to Workday](#) and you will be directed to the course.

Step 4: Proceed to Step 1 under [Course Selection](#), below.

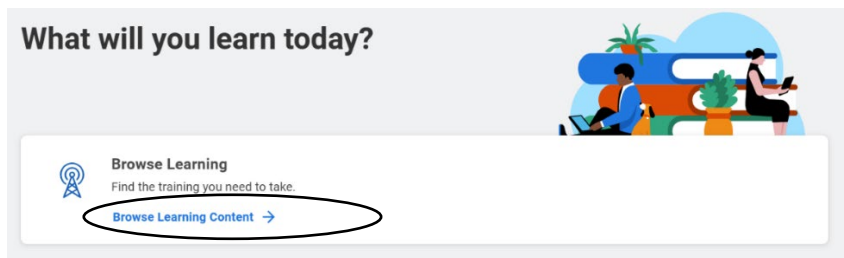
Option 2 - Workday Learning Search

Step 1: [Login to Workday](#).

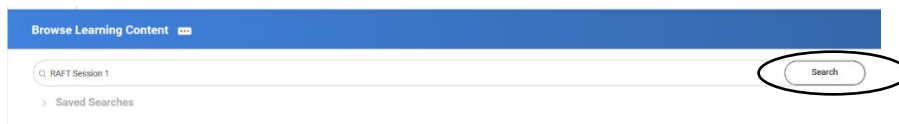
Step 2: Click on Learning



Step 3: Click Browse Learning Content



Step 4: Type in the course name into the search bar and click “Search”
Example search for RAFT Session 1:



Step 5: Proceed to Step 1 under [Course Selection](#), below.

Course selection

You will arrive at the “Learning” page after you login to Workday following a course selection through Assigned Learning or Self-Enrollment described above.

Step 1: Under Learning, click on the course name (Example: ODHS – CW – RAFT Session 1).

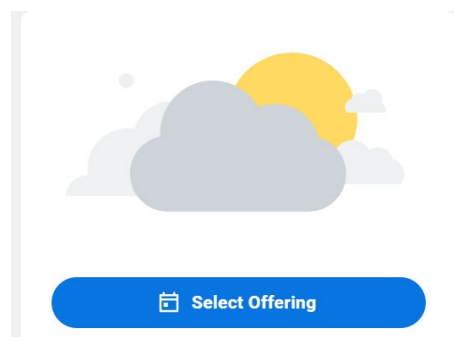
Learning

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

Theme 1: Introduction to Child Welfare Theme 2: Introduction to ICWA/ORICWA

Course • 3 hours

Step 2: Click on “Select Offering”.



Step 3: Check the box next to the offering (date/time) of your choice and click OK.

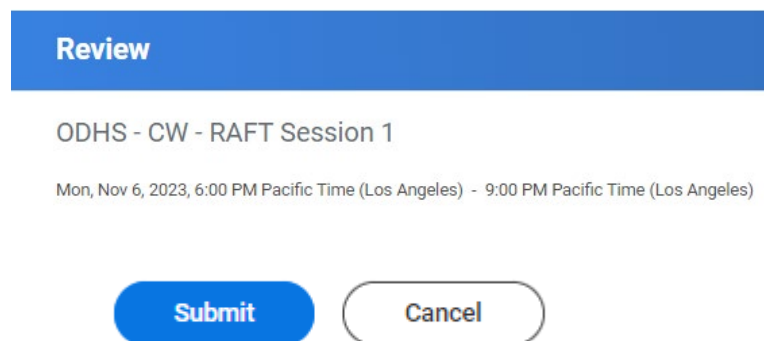
Offerings 1 item

Order	Select Offering	Start Date	End Date
1	☒	Thu, Nov 30, 2023, 6:00 PM Pacific Time (Los Angeles)	Thu, Nov 30, 2023, 9:00 PM Pacific Time (Los Angeles)

OK

Cancel

Step 4: Review the information and then click “Submit”.



Review

ODHS - CW - RAFT Session 1

Mon, Nov 6, 2023, 6:00 PM Pacific Time (Los Angeles) - 9:00 PM Pacific Time (Los Angeles)

Submit Cancel

Step 5: Click on “Start Course” to begin your learning.

Note: You will also receive an email from Workday Learning letting you know that you have been enrolled in a course. If you are not ready to start the course at this time, you can use the link from the email at a later time to return to Workday and begin your learning.

