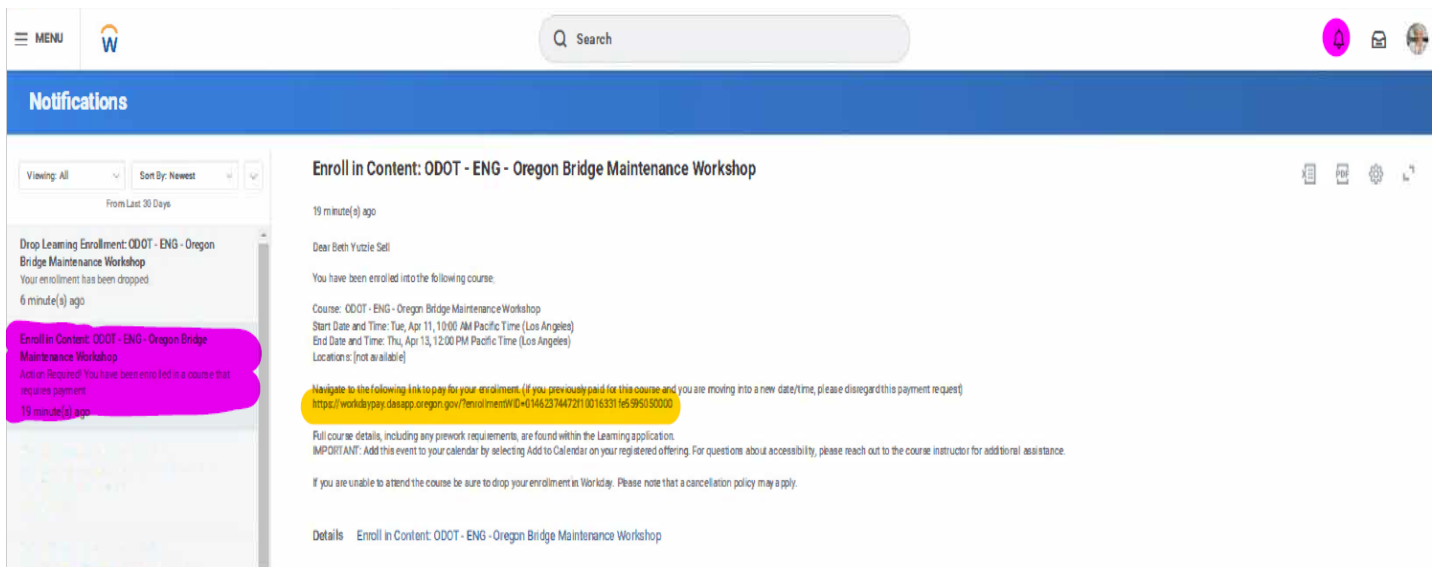


How do I pay for my course in Workday Learning?

2 Options

1. You'll receive a confirmation email from Workday Learning after you register for your course or conference that says *"Action Required! You have been enrolled in a course that requires payment."* This email will have a URL link in it that takes you to a credit card payment page. You can pay here with your credit card or forward the email to someone in your organization that makes payments on behalf of employees with a company credit card. For ODOT employees, this would be the person in your unit that has a SPOTS card. *IMPORTANT: We tend to have issues with the payment URL link functionality during high traffic times, so it may be easier to make your payment early or later in the day. The type of browser you use can also make a difference, MicroSoft Edge works best.*
2. The same information that is in the confirmation email from Workday Learning is in the "Notifications" area of your Workday account (see screenshot below). You will need to copy and paste the payment URL (**highlighted in screenshot below**) into your browser, but it will take you directly to the payment page. This link can then be forwarded if needed.



IMPORTANT: If you did not receive a confirmation email from Workday Learning and you do not have information regarding the payment link in the "Notifications" area of your Workday account, please contact Beth Sell Beth.SELL@odot.oregon.gov ASAP.