Workday Learning

Extended Enterprise Learner Account

and Required Trainings

Learning

What we will cover

- Account Setup
  - Workday Webpage for Account Registration
  - Account Registration
  - Confirm Your Registration: Receiving Two Emails
  - Authentication Questions
  - Account Set Up Independent Guide

- Account Log In
  - Log in to Your Account

- Required Trainings
  - New member
  - Annual

- Summary of Links

OREGON HEALTH AUTHORITY

ACCOUNT SET UP

Extended Enterprise Learner (EEL)

Extended Enterprise Learner (EEL) Resources

HR | Payroll | Learning

Human Resources

External Job Applicants

Employee Resources

Supervisory Manager Resources

Specialized Roles Resources

HR Help Contacts

Payroll & Time Tracking

Communications

Employee Resources

Supervisory Manager Resources

Payroll Help Contacts

2024 Workday Processing Calendar

Learning

Extended Enterprise Learner Resources

Learner Resources

Supervisory Manager Resources

Specialized Roles Resources

Learning Help Contacts

Log in to Workday

Featured Links

Workday Terminology

Browser/IT Support

Extended Enterprise Learners ONLY, Create Learning Account

Click on the hyperlink:

https://www.oregon.gov/das/HR/Pages/Workday.aspx

OREGON HEALTH AUTHORITY

Create Your Workday Learning Account:
Use OHA as the Affiliation

https://www.oregon.gov/das/HR/Pages/Workday.aspx

Create Your Workday Account

Find the name of the training or program you need, click on the title for additional information, then use the link to request your new Workday account. Allow up to 24 hours for your account request to be processed, requests made outside of standard business hours will be reviewed and processed on the next business day.

Oregon Health Authority (OHA) Affiliation

The Oregon Health Authority (OHA) offers community partners, providers, contractors, volunteers, and non-state affiliates access to training opportunities in relation to providing services on the behalf of OHA only. To browse and enroll for courses in the shared OHA learning catalog please use this link to create an account.

Oregon Health Authority - Affiliation

For additional information about this program, visit the OHA Partners, Providers, Contractors, Volunteers, and Non-State Affiliates webpage.

Sign in to an existing Workday account here.

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Account Registration:
Step One

Register to Learn

STEP 1 of 2

Country * ⑦

United States of America ▾

Next Step

workday.

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Account Registration
Step Two

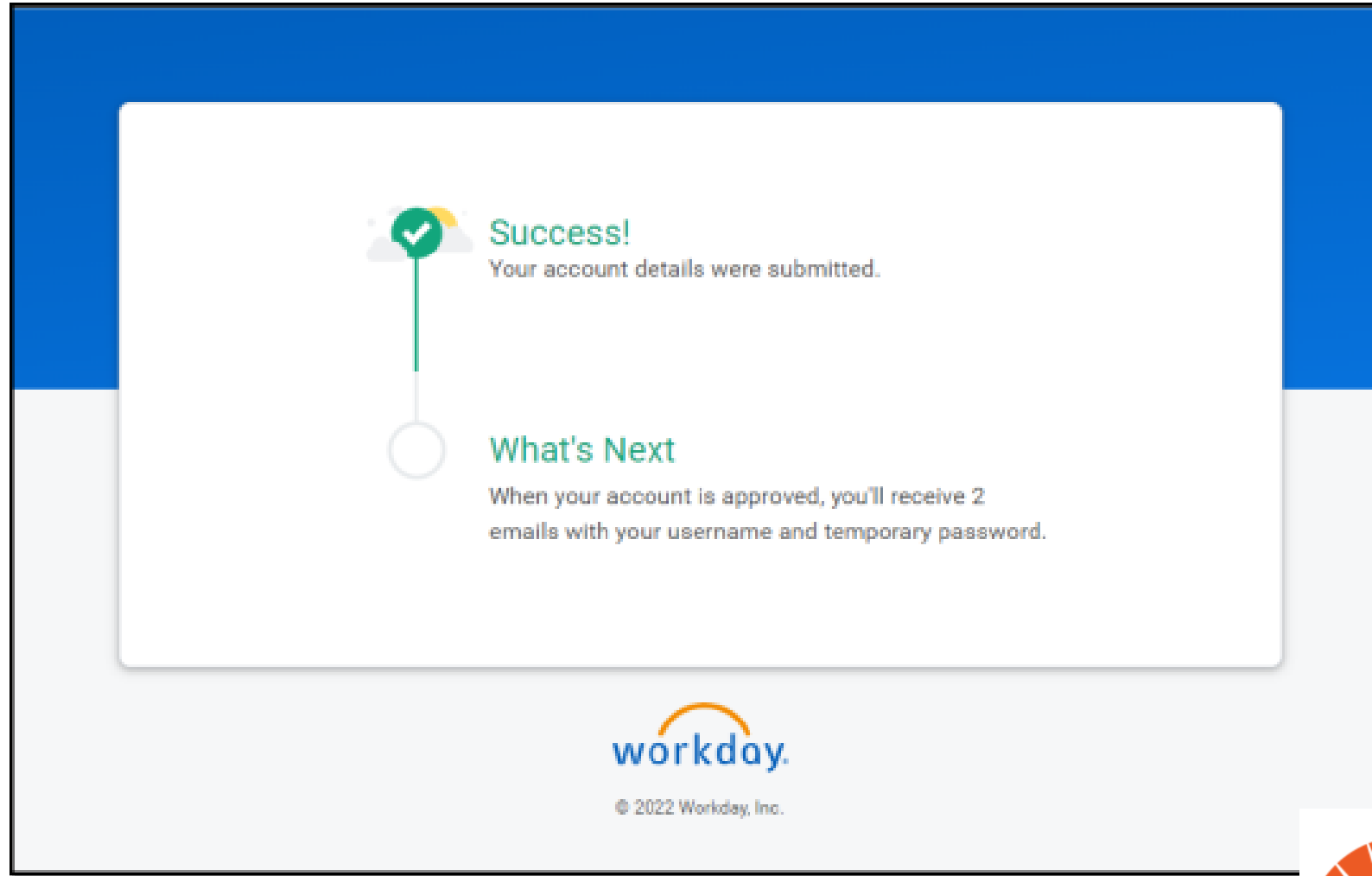**Register to Learn**

STEP 2 of 2

First Name*

Last Name*

Email*

Submit Registration

← **Back to Previous Step**

Success Message and Next Steps

Next Steps:
Confirming Your Registration

- You will receive two emails, either:
  - **Two (2) from Workday**, one with your Username and one with your temporary password.

    or

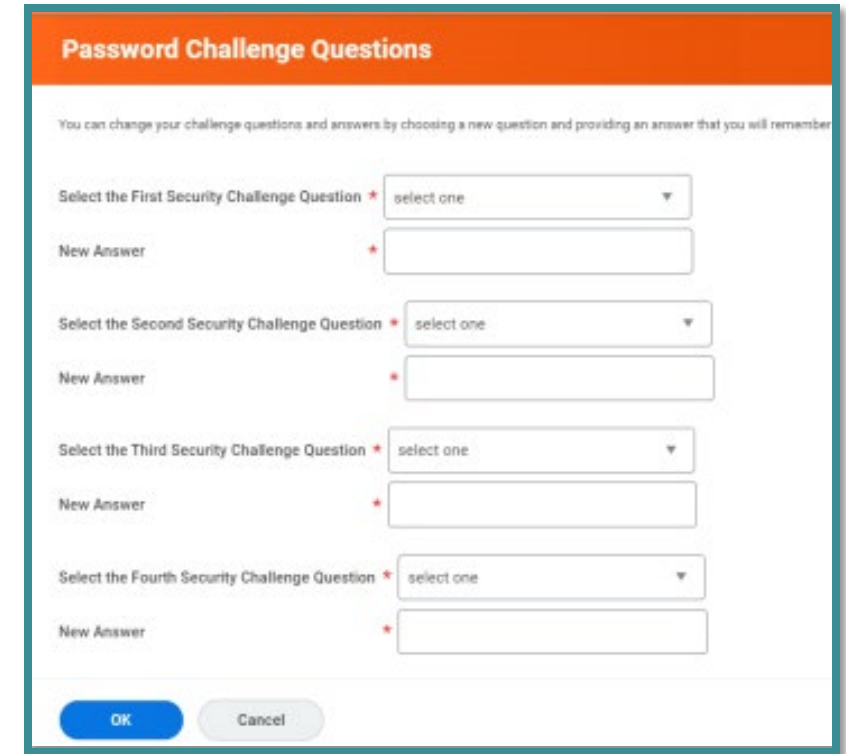 - **One (1) from Workday** with your temporary password and **one (1) from the agency reviewer** with your Username.

  Follow the instructions provided in the emails.

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Identify and Answer Challenge Questions

From the Password Challenge Questions screen,

1. Click the *drop-down arrow* to select your four Challenge Questions.
2. Provide an answer for each Challenge Question.
3. Select *OK*.
   - You have successfully identified your Challenge Questions. The *Forgot Password Self-Serve* feature is now activated and available for your use.
4. Continue navigating your account.

You have successfully created your account.

Extended Enterprise Learner
Account Set Up Independent Guide

https://www.oregon.gov/das/HR/Pages/Workday.aspx

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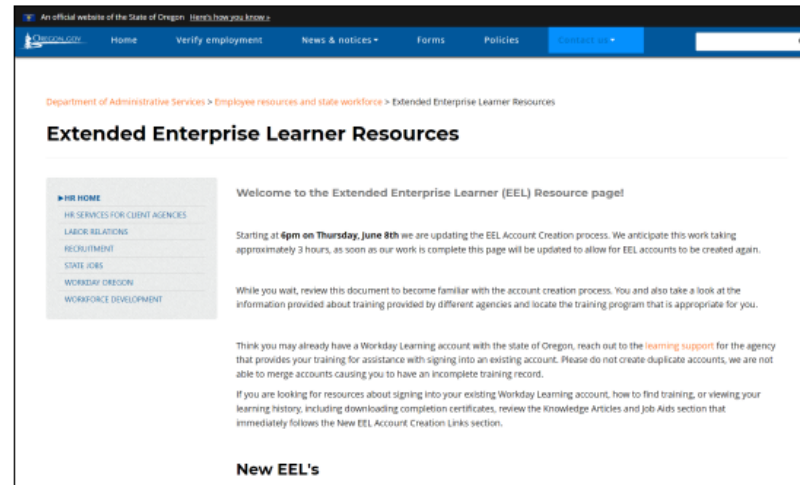
OREGON HEALTH AUTHORITY

Account Set Up Independent Guide

Link to PDF document:

https://www.oregon.gov/das/HR/Documents/LRN_CreateUpdateEELAccount_JA.pdf

ACCOUNT LOG IN

Log in to Workday

Log in to Workday:

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https://www.oregon.gov/das/HR/Pages/Workday.aspx

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Log in to Workday:

https://wd5.myworkday.com/wday/authgwy/oregon/login.htmld

REQUIRED TRAININGS

New member trainings

DAS − CHRO − New Board/Commission Member Required Training

To be completed within six months of joining a council

- Overview of Boards and Commissions

- Preventing Discrimination and Harassment in the Workplace

- Information Security and Privacy Awareness

DAS – CHRO – New Board/Commission Member Required Training

State law and policy requires all new board and commission members, and executive directors of a small entity to complete three online courses administered by the Department of Administrative Services (DAS) within 30 days of their appointment.

To meet the requirement, the following three courses will be assigned to all new board and commission members, and executive directors of a small entity:

- DAS - CHRO - Overview of Boards and Commissions
- DAS - EIS - 2025 Information Security Training: Foundations
- DAS - CHRO - 2025 Preventing Discrimination & Harassment

Hide All ⌃

Program Length	Delivery Mode
3 items	Self-Directed

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Annual member trainings

DAS - CHRO - 2025 Board/Commission Member Annual Required Training

To be completed each year of a member's term

- Information Security and Privacy Awareness
- Preventing Discrimination and Harassment in the Workplace

DAS - CHRO - 2025 Board/Commission Member Annual Required Training

State law and policy requires all current board and commission members complete two online courses administered by the Department of Administrative Services (DAS) annually for the duration of their appointment.

To meet the requirement, the following two courses will be assigned to all current board and commission members:

- DAS - EIS - 2025 Information Security Training: Foundations
- DAS - CHRO - 2025 Preventing Discrimination & Harassment

[Hide All ⌃](#)

Program Length

2 items

Delivery Mode

Self-Directed

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Optional and encouraged: Public Records

DAS - CHRO - Public Records

The purpose of this training is to ensure public records are managed and maintained appropriately. This training meets the education and training requirement as stated in the statewide Public Records Management policy (107-001-020).

DAS - CHRO - Public Records

OREGON **HEALTH** AUTHORITY

Summary of Links

Workday webpage

- https://www.oregon.gov/das/HR/Pages/Workday.aspx

Extended Enterprise Learner Resources page

- https://www.oregon.gov/das/HR/Pages/WDL-EEL-Resources.aspx

Workday Log In

- https://wd5.myworkday.com/wday/authgwy/oregon/login.htmld

Account Set Up Independent Guide

- https://www.oregon.gov/das/HR/Documents/LRN_CreateUpdateEELAccount_JA.pdf

Trainings

New member required training:

- DAS – CHRO – New Board/Commission Member Required Training

Annual required training:

- DAS – CHRO – 2025 Annual Board/Commission Member Required Training