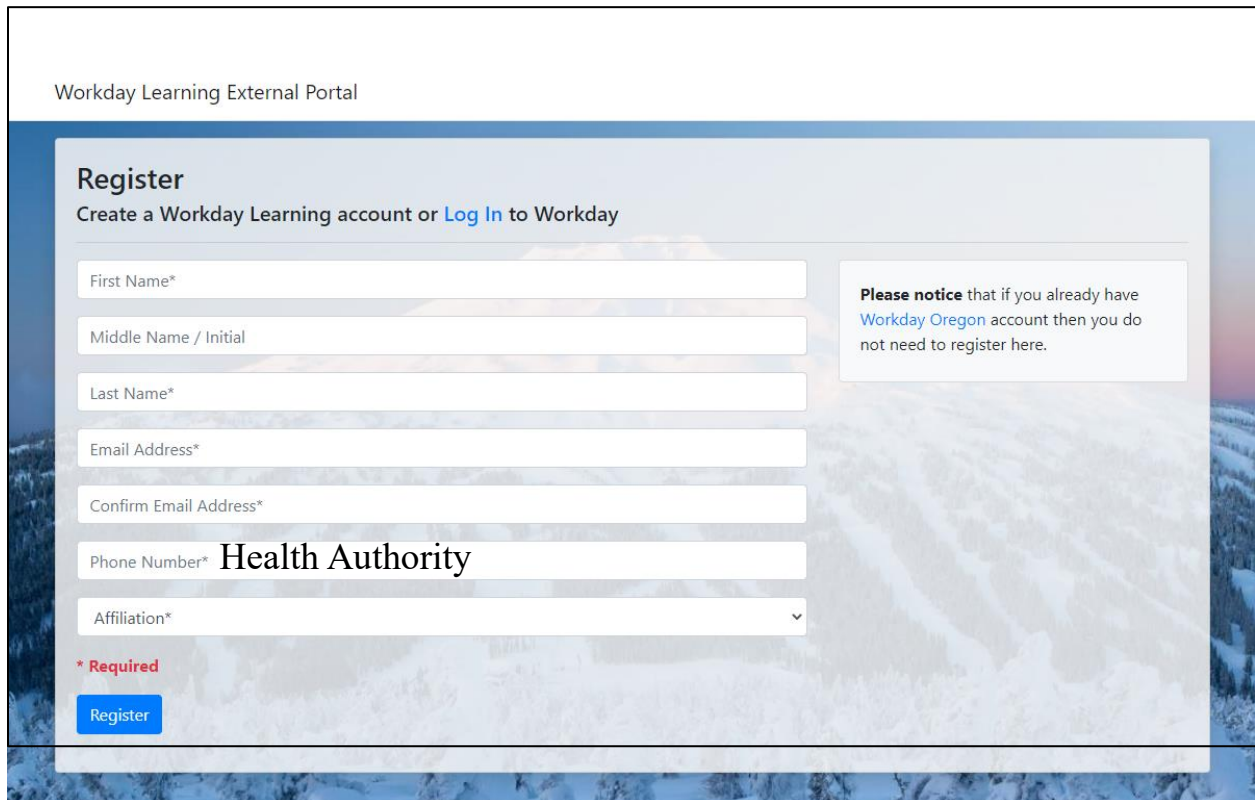# How to Create a Workday Learning Account for Partners and Providers

Workday Learning is the learning management system used by the State of Oregon. Both Oregon Health Authority (OHA) and Oregon Dept. of Human Services (ODHS) trainings are available in Workday Learning. Here are the steps to create an account.

Step 1: Register for an account

- Go to https://workdaylearning.dasapp.oregon.gov/
- Complete the Registration form. Be sure to choose either "Health Authority" or "Human Services" as your Affiliation. Do NOT choose "State of Oregon."

Step 2 is almost invisible.

Once you click "Register," you may not see any action. (Look for a notice in your browser page that something has happened. In Edge, it was a tiny white box at the bottom left).

Step 3: Check your email!

Three emails will be sent at the same time. Email #2 includes the log in URL and your username which will begin with EEL followed by numbers.
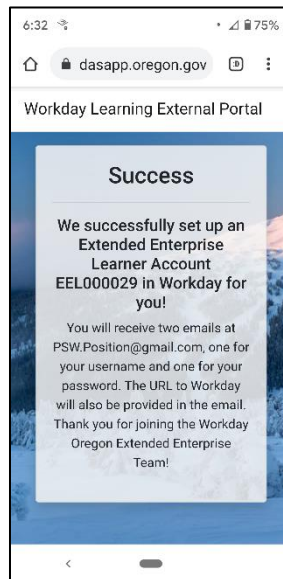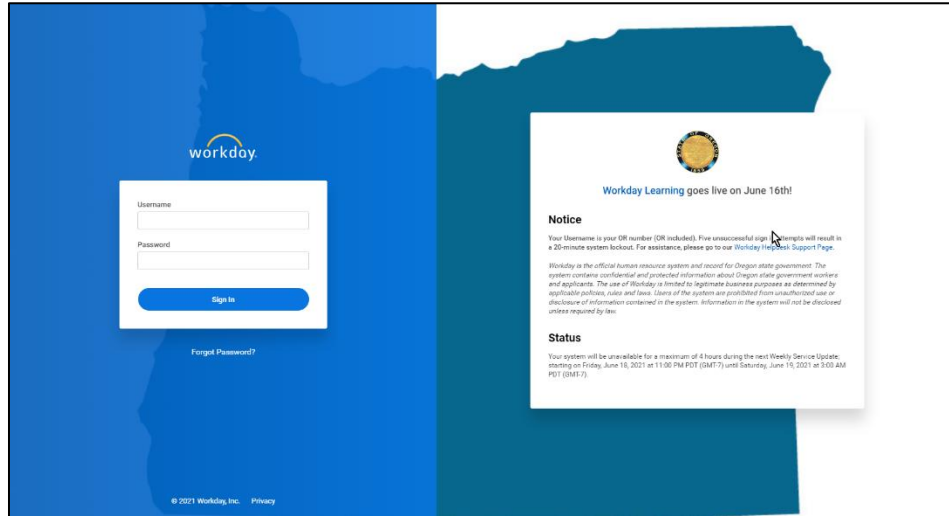

Email 1

✉ 1

← 🗀 🗑 ✉ ⋮

Confirm your email Inbox ☆

W **Workday Lea...** 6:30 PM ↩ ⋮
to me ∨

Please confirm your account by clicking here.

↩ Reply ↩ Reply all → Forward

Email 2

✉ 2

← 🗀 🗑 ✉ ⋮

Your Workday account ☆
Inbox

W **Workday** 6:32 PM ↩ ⋮
to me ∨

An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: https://wd5.myworkday.com/oregon

Username: EEL000029

Email 3

✉ 3

← 🗀 🗑 ✉ ⋮

Additional information about your Workday account Inbox ☆

W **Workday** 6:32 PM ↩ ⋮
to me ∨

Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL: https://wd5.myworkday.com/oregon

Temporary Password: Cjw2Umz5~1

You will receive a success notice:

6:32 ✎ ▲ ▯ 75%

⌂ 🔒 dasapp.oregon.gov ▣ ⋮

Workday Learning External Portal

Success

We successfully set up an Extended Enterprise Learner Account EEL000029 in Workday for you!

You will receive two emails at PSW.Position@gmail.com, one for your username and one for your password. The URL to Workday will also be provided in the email. Thank you for joining the Workday Oregon Extended Enterprise Team!

Step 4: Log in to Workday with your username and temporary password

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

Step 6: Reset your password and choose security questions
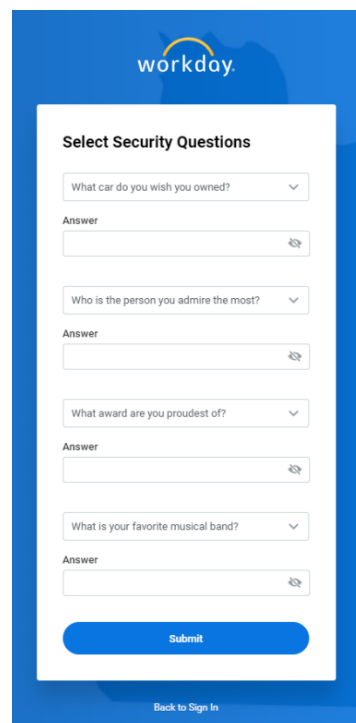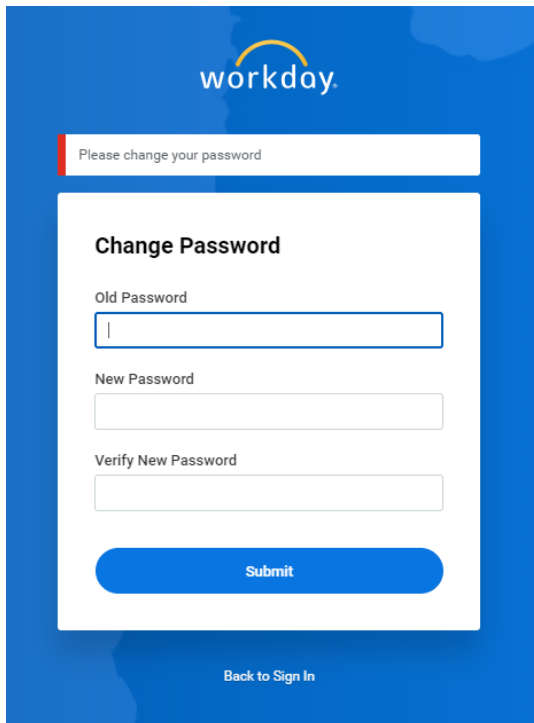
You're in!

From here, take one of two paths.

1. If you had an iLearnOregon account, click "Helpful Links" to have a copy of your LearnOregon transcript (listing the trainings you completed) added to your new Workday Learning account.
2. Click "Learning" to get started taking training.