



1430 Tandem Ave. NE, Suite 180

Salem, OR 97301-2192

Phone: (503) 378-8667

Fax: (503) 585-9114

Email: hlo.info@dhsosha.state.or.us

Website: www.oregon.gov/oha/ph/hlo

**Environmental Health Specialist Registration Board;
Environmental Health Specialist Trainee Examination (EHST)
Workday Oregon New User Guide**

The Health Licensing Office protects the health, safety, and rights of Oregon consumers.

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SECTION 1: SELF REGISTRATION

1. Accessing Workday Oregon

Please Note: Workday Oregon is NOT compatible with certain Web browsers including Firefox.

- a. **Logon** to: <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>.

2. Workday Learning

- a. **Select:** "Create Extended Enterprise Account".

3. Register

- a. **Enter** your first name.
- b. **Enter** your middle name / initial.
- c. **Enter** your last name.
- d. **Enter** your email.

Please Note: you *must have your own unique email* address (Your email address cannot be used by another account in Workday).

- e. **Enter** your phone number.
- f. Affiliation: **Select** the drop-down "▼" icon and **Select** "State of Oregon".
- g. **Select** "Register". (This may take several seconds)

4. Registration Confirmation - You will receive three emails in total (please check your junk mail or spam folders).

Please Note: write down your username and password! Please ensure you identify which letters are upper and lower case, in addition to any symbols!

- a. #1 - the first email will ask that you confirm your email address.

Once you receive the first email to confirm your email address, you will receive two additional emails:

- b. #2 – the second email will contain your username.
- c. #3 – The third email will contain your temporary password.
 - i. You will need to **select** the URL link in this email <https://wd5.myworkday.com/oregon>, which will take you back to the Workday Login Page.

5. Login

- a. **Enter** the username provided in the second email.
- b. **Enter** the temporary password you were provided in the third email.

6. Change Your Password

- a. **Enter** the temporary password you were provided in the third email into the "Old Password" field.
- b. **Enter** a new password. The password must be at least 10 characters, including alpha upper and lower, a numeral 0-9 and a special character.
- c. **Re-enter** your new password.

Please note: Remember to write down your new password!

7. Select Security Questions

You will need to select four (4) security questions and provide answers.

- a. **Select** the drop-down "▼" icon next to each security question and select a question that you have a clear answer to.
- b. **Enter** answers to each of the security questions you choose.

Please note: Remember to write down the answers to your security questions!

- c. **Select** "Submit".

8. Remember Device

- a. **Select** "remember this device".
- b. **Select** "Submit".

SECTION 2: ACCESSING THE COURSE/EXAMINATION

1. Accessing the Course/Examination

- a. **Select** "Learning"
- b. **Select** "Browse Learning Content"
- c. **Enter** "EHST" in the browse learning content search bar.
- d. **Select** "Search".
- e. **Select** "Course" next to OHLA – EHST Examination.
- f. **Select** "Start Course"


- g. **Select** "Launch Content", which will then take you directly to the Environmental Health Specialist Trainee Examination.
- h. **Select** "Launch Course". (this selection will only appear if you receive a pop-up blocker notification)

SECTION 3: COMPLETING THE COURSE/EXAMINATION


The individual completing the course/examination must be same individual registered in Workday. Directly or indirectly giving, receiving, soliciting, and attempting to give, receive or solicit aid during the examination process is a violation of Oregon Administrative Rule and is subject to disciplinary action.

This examination contains 25 questions and will take approximately 15 minutes to complete. There is no time limit on the examination.


1. Taking the Examination

- a. **Select** the expand "" icon at the top right of the window to enlarge the page.
- b. **Read** each question carefully to ensure what the question is asking.
- c. **Select** the correct answer to the question.
- d. **Select** "Submit" after reading each course slide

After you have completed the examination, the next slide will be a results notification slide, which will tell you if you passed or failed the examination. (Passing the examination requires a score of 70%)

- e. **Select** the close "" icon at the top right of the window to close the page.

After closing the page, you will be returned to the Workday login page.

~ If you ***failed*** the examination, proceed to Section 4. (If you choose to take the course/examination at a different time, you may **Select** the close "" icon at the top right of the window to close the page and proceed to Section 4 when you return.)

~ If you ***passed*** the examination, proceed to Section 5.

SECTION 4: FAILED EXAMINATION - RETAKE


If you did not obtain a passing score of 70% you must re-take the course/examination; there is no limit to the number of times you can retake the course/examination.

Retaking the Examination

- a. **Login** to <https://wd5.myworkday.com/oregon>
- b. **Enter** your password.
- c. **Enter** your security question answers.
- d. **Select** "Submit".
- e. **Return** to Section 2 to access the course/examination.

SECTION 5: MY LEARNING CERTIFICATE - COMPLETION CERTIFICATE

1. Accessing Your Completion Certificate

- a. **Login** to <https://wd5.myworkday.com/oregon>
- b. **Enter** your password.
- c. **Enter** your security question answers.
- d. **Select** "Submit".
- e. **Select** "Learning"
- f. **Select** "My Learning Certificate"
- i. **Enter** "EHST" in box titled course located under My Learning Certificate.
- j. **Select** "enter" on your keyboard or **Select** the drop down "☰" icon. The course name OHLA – EHST Examination will appear in the dropdown box.
- k. **Select** "Ok".
- l. **Select** the PDF  icon.

2. Retaining Your Completion Certificate


You have two options to retain your Completion Certificate: Printing only or Saving and Printing. Options and directions for both are listed below.

- a. **Printing Only**, which will require you to send a hard copy of your Completion Certificate to the Health Licensing Office.

Please Note: print a copy for yourself to keep for your records!

- i. **Select** the download " " icon.

- ii. **Select** " ".

- iii. **Select** the print " " icon.


- iv. **Select** "Print".

Send a copy of your Completion Certificate to: Health Licensing Office, 1430 Tandem Ave, Suite 180, Salem, Oregon 97301-2192.

- b. **Saving and Printing**, which will allow you to email your Completion Certificate to the Health Licensing Office and print a hard copy to retain for your records.

- i. **Select** the download " " icon.

- ii. **Select** " ".

- iii. **Select** the print " " icon.

- iv. **Select** "Print".

- v. **Select** the settings and more " " icon.

- vi. **Select** the share " " icon.

- vii. **Enter** the hlo.info@dhsosha.state.or.us in the "to" box

- viii. **Select** "Send"

- ix. **Select** the save " " icon.

- x. **Save** the Completion Certificate to your preferred location.

SECTION 6: TROUBLE SHOOTING AND HELP


1. Trouble Shooting


- a. **Workday Oregon is NOT compatible with certain Web browsers** including Firefox. If you are having trouble accessing the course logon with a different browser.

- b. **Be aware the system may be SLOW!** When maneuvering in the system only click **once** then wait; you should be able to see the scroll symbol at the top of the page.

- c. **Don't use the Back button** on your browser while in the system. To go back, **select** "previous" if available on the page, or use the "tab actions menu" at the top of the page.

2. Help

- a. **Select** the profile " " icon.

- b. **Select** the help " " icon.

This page will provide you with instructions and contact information for help with navigating Workday and accessing the course/examination you want to take.