



# The Extended Enterprise Learner Account

## Job Aid Purpose

This job aid provides step-by-step instructions on how to [create](#) and [update](#) an Extended Enterprise account.

## Supplemental Resources

The following companion-based resources support this job aid:

- [The Extended Enterprise Learning Account Creation eLearning](#) (available starting the week of May 24<sup>th</sup>)

## Intended Audience

Individuals with the following Workday Learning roles:

- Extended Enterprise Learners

## Revision Date

This document was revised on May 25, 2021. Disregard all previous iterations.

## Questions and Assistance

For additional resources and information, visit the Workday Learning webpage: <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>

## Icon Key



Additional Information



Reminder/Remember



Important

# The Extended Enterprise Learner Account



## Create an Extended Enterprise Account

### Step 1: Access the Workday Learning External Portal

From the [Workday Learning Support webpage](#),

1. Select *Create Extended Enterprise Account*.

OREGON.GOV Home Verify employment News & notices Forms Policies Contact

Department of Administrative Services > Employee resources and state workforce > Workday Learning

## Workday Learning

**DEMONSTRATIONS**

- LMSRP Open House recordings

**RESOURCES**

- WDL Vocabulary
- Workday Helpdesk Support Page
- Workday Oregon

**Log in to Workday**

**FEATURED LINKS**

- Create Extended Enterprise Account (Coming Soon)
- Help Desk
- Affiliation Support
- Browser support



The *Create Extended Enterprise Account* link will activate on June 16, 2021.

# The Extended Enterprise Learner Account



## Step 2: Create Extended Enterprise Learner Account

From the Extended Enterprise Learner Registration screen,

1. Add profile details.
2. Fields with an asterisk are required.
3. Go to *Step 3: Select Your Affiliation* for information regarding this required field.

Workday Learning External Portal - ACCEPTANCE

### Register

Create a Workday Learning account or [Log In](#) to Workday

First Name\*

Middle Name / Initial

Last Name\*

Email Address\*

Confirm Email Address\*

Phone Number\*

Affiliation\*

**\* Required**

[Register](#)

**Please notice** that if you already have [Workday Oregon](#) account then you do not need to register here.



Email addresses can only be connected to one Workday account.



# The Extended Enterprise Learner Account



## Step 3: Select Your Affiliation

From the Affiliation field,

1. Select your affiliation. ODDS Provider Partners, select the option ***Human Services, Oregon Department of***, like shown below.
2. Once finished, click *Register*.

Affiliation\*

- State of Oregon
- Fire Marshal, Office of State
- Employment/WorkSource Oregon
- Public Employees Retirement Board
- Revenue, Department of
- Health Authority, Oregon
- Education, Oregon Department of
- Judicial Department, Oregon
- Forestry, Oregon Department of
- Corrections, Oregon Department of
- Emergency Management, Office of
- Public Safety Standard and Training, Department of
- Human Services, Oregon Department of**
- Fish and Wildlife, Oregon Department of
- Parks and Recreation Department, Oregon
- Business Oregon
- Energy, Oregon Department of
- Justice, Oregon Department of
- Nursing, Oregon State Board of

Affiliation\*

\* Required

Register

Please notice that if you already have Workday Oregon account then you do not need to register here.



Not all agency, boards, and commissions have a designated affiliation; some have chosen to use the *State of Oregon* affiliation.



To connect with your partnering organization's Affiliation Manager for support and/or guidance, select the *Affiliation Support* link within the [Workday Learning Support webpage](#).

# The Extended Enterprise Learner Account



## Step 4: Confirm Your Registration

After you submit your registration, you will receive a confirmation email to confirm the account creation request. Within this email,

- Click the *hyperlink* to confirm your registration.



The confirmation message will be sent to the email address you provided within your registration.

## Step 5: Receive Two Additional Emails

After you confirm your registration, you will receive two separate emails:

- Email #1 contains your username.
- Email #2 contains your temporary password.



Both messages will be sent to the email address you provided within your registration.

## Step 6: Login to Your Account

With your username and temporary password, login to your account.

- Use the URL that was provided within Email #1 or Email #2 (as referenced within Step 5: Received Two Additional Emails).

# The Extended Enterprise Learner Account

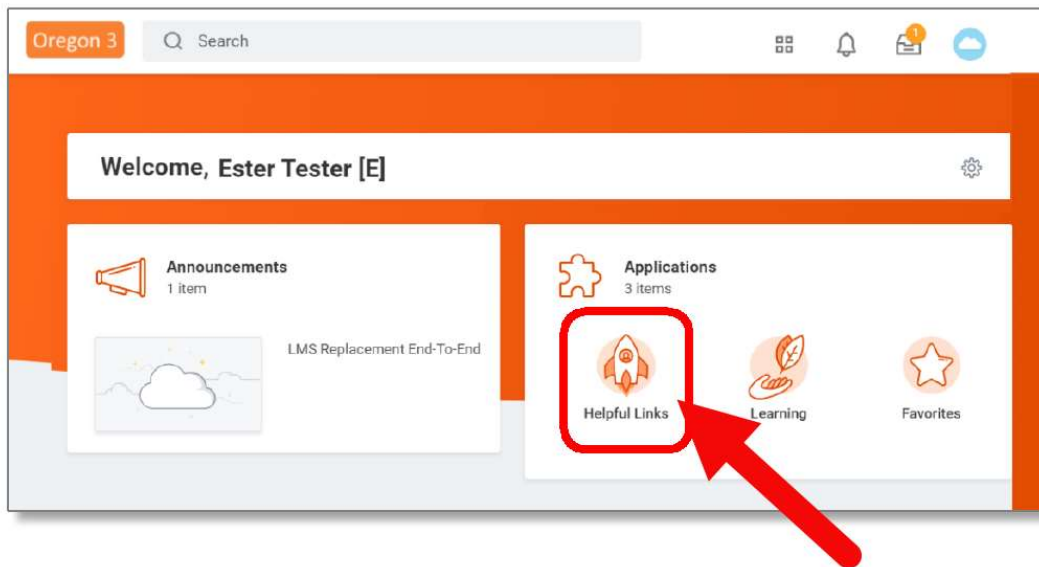


## Update an Extended Enterprise Account

### Step 1: Access Helpful Links

From your Workday Learning Home screen,

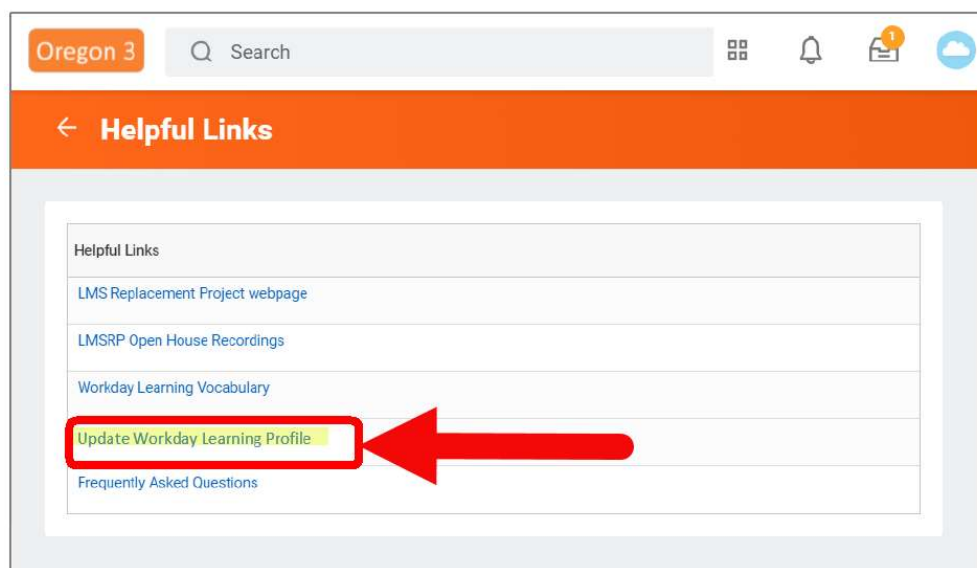
1. Select the *Helpful Links* application



### Step 2: Access Update Screen

From the Helpful Links screen,

1. Select *Update Workday Learning Profile*.



# The Extended Enterprise Learner Account



## **Step 3: Update Profile**

From the Update Workday Learning Profile screen,

1. Modify the data fields as appropriate.
2. Select *Submit*.

You have successfully updated your profile.