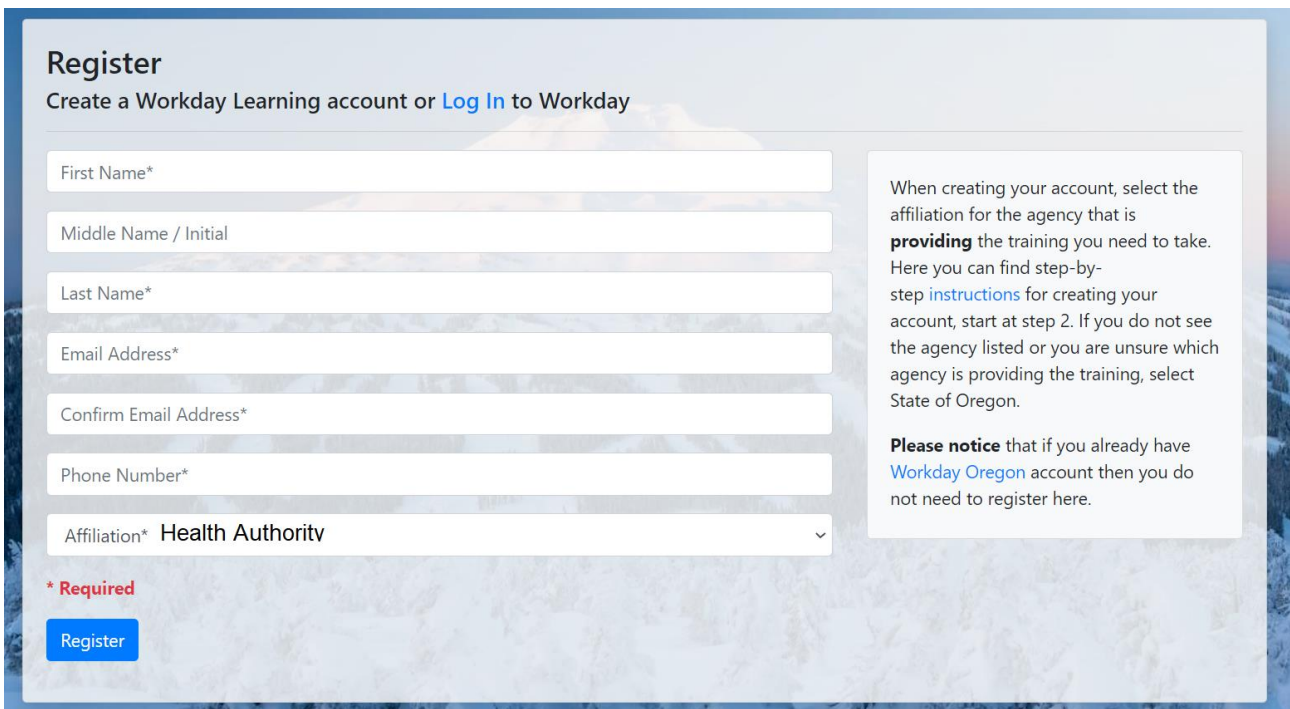


## How to Create a Workday Learning Account for External Partners

Workday Learning is the learning management system used by the State of Oregon, where you can sign up for online Oregon Health Authority (OHA) trainings. To create an account, follow the steps below.

### Step 1: Register for an account

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



**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\* Health Authority

\* Required

Register

When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

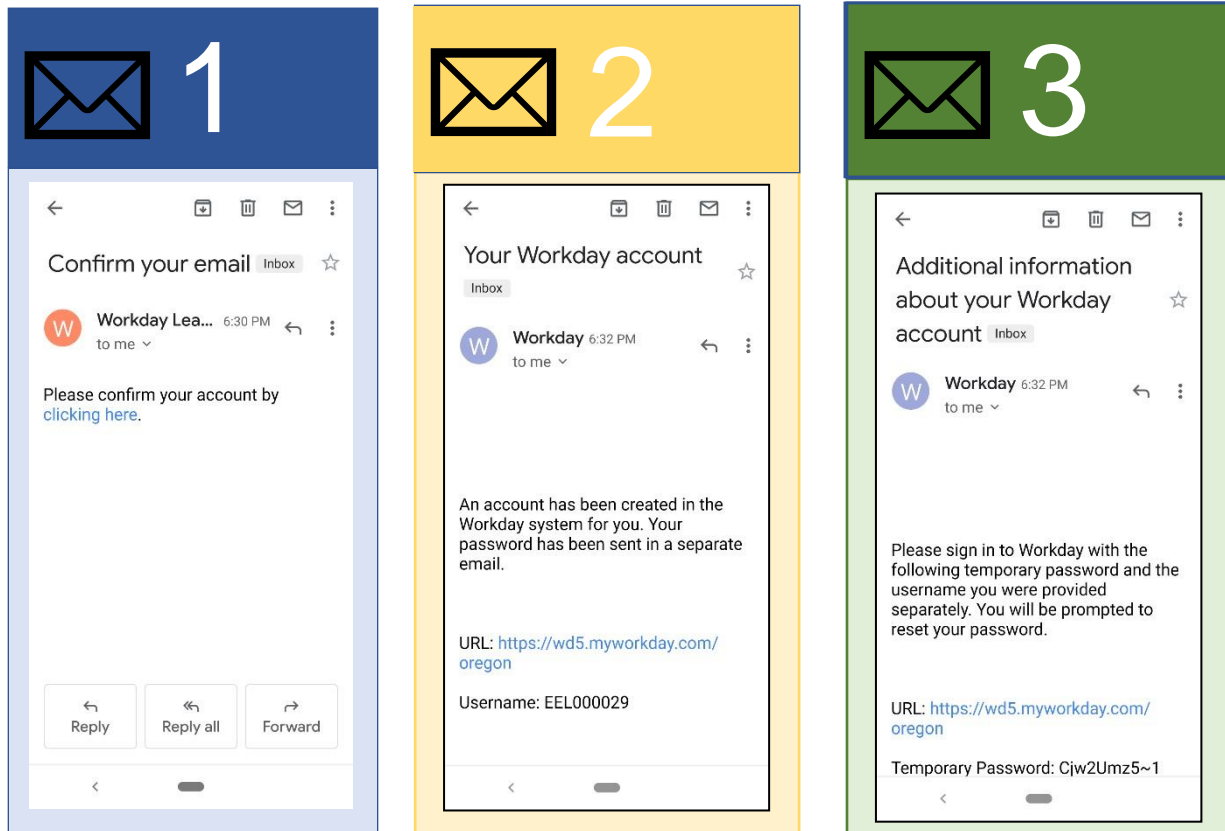
**Please notice** that if you already have [Workday Oregon](#) account then you do not need to register here.

### Step 2 is almost invisible.

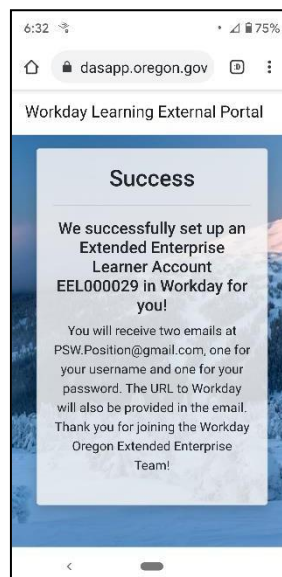
Once you click "Register," you may not see any action. (Look for a notice in your browser page that something has happened, such as a tiny white box at the bottom left).

## Step 3: Check your email!

You will receive three emails. Email #2 includes the login URL and your username, which will begin with EEL followed by numbers.

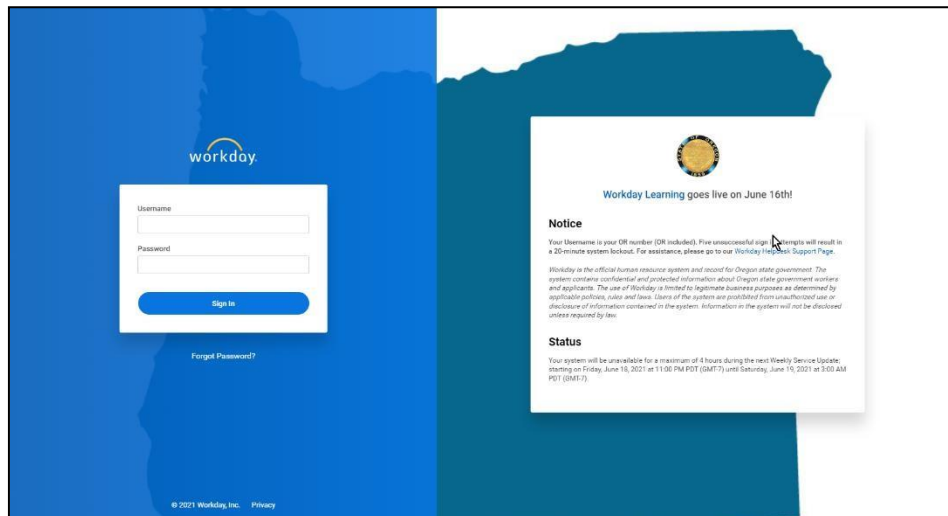


You will receive a success notice:



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

<https://wd5.myworkday.com/wday/authgw/oregon/login.html>



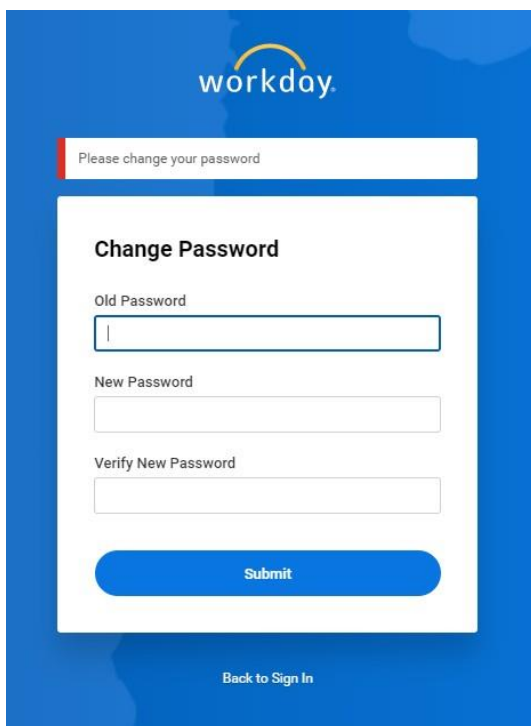
The screenshot shows the Workday login interface. On the left, there is a login form with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'Forgot Password?'. At the bottom, it says '© 2021 Workday, Inc. Privacy'. On the right, a white notice box is overlaid on a map of Oregon. The notice is titled 'Workday Learning goes live on June 16th!' and contains the following text:

**Notice**  
Your Username is your OR number (OR included). Five unsuccessful sign-in attempts will result in a 20-minute system lockout. For assistance, please go to our [Workday Helpdesk Support Page](#).

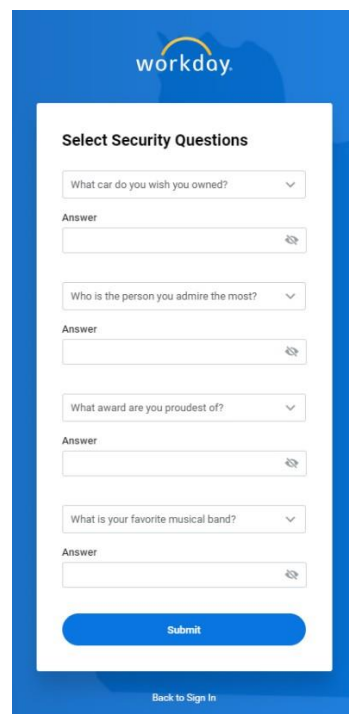
*Workday is the official human resource system and record for Oregon state government. The system contains confidential and protected information about Oregon state government workers and applicants. The use of Workday is limited to legitimate business purposes as determined by applicable policies, rules and laws. Users of the system are prohibited from unauthorized use or disclosure of information contained in the system. Information in the system will not be disclosed unless required by law.*

**Status**  
Your system will be unavailable for a maximum of 4 hours during the next Weekly Service Update starting on Friday, June 18, 2021 at 11:00 PM PDT (GMT-7) until Saturday, June 19, 2021 at 9:03 AM PDT (GMT-7).

## Step 5: Reset your password and choose security questions



The screenshot shows the 'Change Password' form. At the top, it says 'Please change your password'. Below this is a 'Change Password' section with three input fields: 'Old Password', 'New Password', and 'Verify New Password'. A blue 'Submit' button is at the bottom. A link 'Back to Sign In' is located at the bottom of the page.



The screenshot shows the 'Select Security Questions' form. It features five dropdown menus for selecting questions, each followed by an 'Answer' input field with a clear button. The questions are: 'What car do you wish you owned?', 'Who is the person you admire the most?', 'What award are you proudest of?', and 'What is your favorite musical band?'. A blue 'Submit' button is at the bottom. A link 'Back to Sign In' is located at the bottom of the page.

## You're in!

From here, under “Applications”, click “Learning” to begin signing up for trainings.

**Document accessibility:** For individuals with disabilities or individuals who speak a language other than English, OHA can provide information in alternate formats such as translations, large print, or braille. Contact the COVID-19 Communications Unit at 1-971-673-2411, 711 TTY or [COVID19.LanguageAccess@dhsoha.state.or.us](mailto:COVID19.LanguageAccess@dhsoha.state.or.us).