# 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 24th)

## Intended Audience

Individuals with the following Workday Learning roles:

- Extended Enterprise Learners

## Revision Date

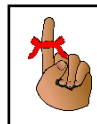This document was revised on June 11, 2021. Disregard all previous iterations.

## 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*.



⚠️ 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.



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| ⚠️ | 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.
2. Once finished, click *Register.*



| | 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](#). |
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# 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.

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| ⚠️ | 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 sepearate emails:

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

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| ⚠️ | 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).

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## Step 7: 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.
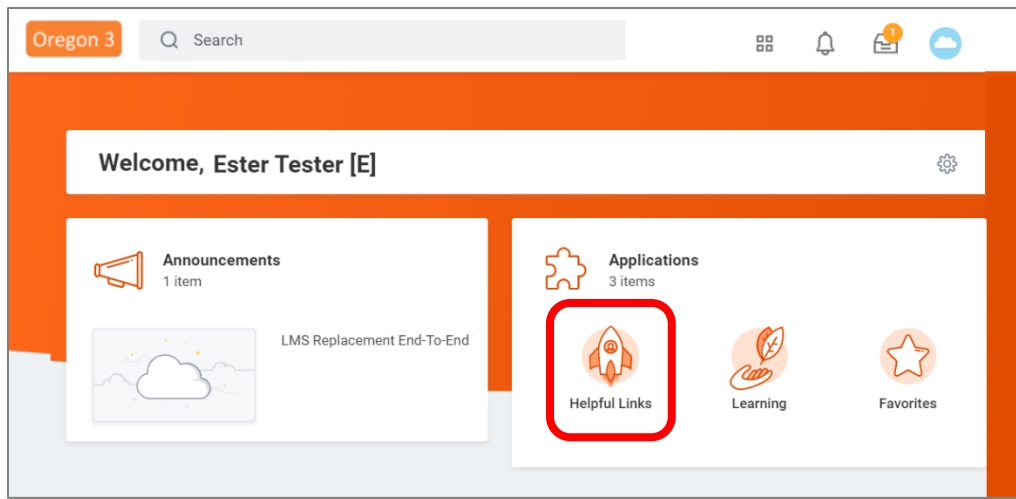
# The Extended Enterprise Learner Account

## Update an Extended Enterprise Account

### Step 1: Access Helpful Links
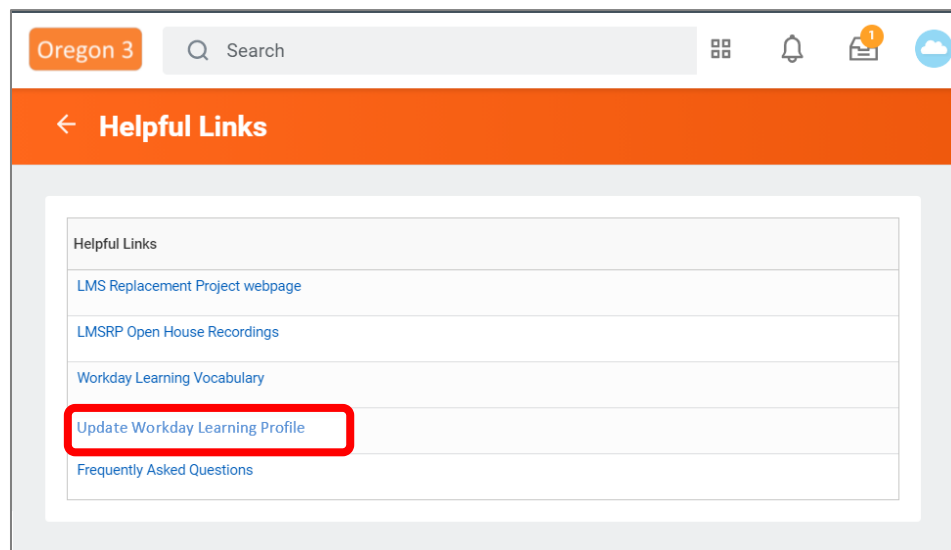
From your Workday Learning Home screen,

> 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.