

ODHS VIRTUAL TRAINING PROGRAM

ODHS TRAINING PROGRAM: IMPORTANT NOTICE

iLearn is no longer be available after June 14, 2021. Access courses through WorkDay Learning
- <https://www.oregon.gov/das/HR/Pages/Workday-Learning.aspx>

WorkDay Learning

INFORMATION CONTAINED IN THIS DOCUMENT

- Course information, schedule and policies
- How to create a WorkDay Learner account
- How to enroll into a class, access course homework and join the virtual class
- Equipment Requirements

POLICIES

Once you have created your WorkDay Profile (instructions below) you can register for classes and access the homework. All classes have homework that includes short articles and/or videos to be completed. The Six Rights course also has a prerequisite - C02865H that must be completed before you'll be able to register for a course date (offering).

To be eligible for a certificate the virtual class and homework must be completed. It is recommended the homework is completed prior to class. Each virtual class has test questions that cover class materials and homework. A score of 85% must be obtained to be eligible for a certificate. You will need to correct any missed questions to be eligible for a certificate. A score less than 85% will require the student to repeat the class. Tests are open book which means you can use your notes. However, you cannot receive assistance from anyone or provide assistance to anyone.

No more than 15 minutes of class time may be missed regardless of the reason. If more than 15 minutes of class time is missed the student will need to repeat the class at a later date.

Class Calendar for 2021

Six Rights (C02865): Jul 7th, Aug 25th, Sep 1st, Oct 27th, Nov 3rd and Dec 22nd from 1PM – 3:30PM

Infection Control (C01532): Oct 27th from 9AM – 11:30AM

Fatal Four (C01237): Aug 25th from 9AM – 11:30AM



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.

Intended Audience

Individuals with the following Workday Learning roles:

- Extended Enterprise Learners:
This includes adult foster home owners, licensees, resident managers, shift workers, caregivers or any other staff that works in an adult foster home, assisted/residential care facility or nursing facility.

Questions and Assistance

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

The Extended Enterprise Learner Account Create an Extended Enterprise Account

Step 1: Access the Workday Learning External Portal

From the Workday Learning Support webpage:

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

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

FEATURED LINKS

Log in to Workday

Create Extended Enterprise Account (Coming Soon)

Help Desk

Affiliation Support

Browser support

The Extended Enterprise Learner Account



Step 2: Create Extended Enterprise Learner Account

From the Extended Enterprise Learner Registration screen,

1. Add profile details. Use your legal name, **do not use nicknames**.
2. Fields with an asterisk are required.
3. Go to *Step 3: Select Your Affiliation* for information regarding this required field.



Email addresses can only be connected to one Workday account.
That means an email address cannot be used or shared by multiple individuals.

Workday Learning External Portal - ACCEPTANCE

The screenshot shows a registration form titled "Register" with the subtitle "Create a Workday Learning account or [Log In](#) to Workday". The form includes several input fields: "First Name*", "Middle Name / Initial", "Last Name*", "Email Address*", "Confirm Email Address*", "Phone Number*", and "Affiliation*" (a dropdown menu). A red asterisk and the word "Required" are placed to the left of the "Affiliation*" field. A blue "Register" button is located at the bottom left of the form. A white callout box on the right side of the form contains the text: "Please notice that if you already have [Workday Oregon](#) account then you do not need to register here." The background of the form is a blurred image of a snowy mountain landscape.

The Extended Enterprise Learner Account

Step 3: Select Your Affiliation

From the Affiliation field,

1. Select your affiliation - **Human Services, Oregon Department of** *highlighted in yellow 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
- Human Services, Oregon Department of**
- Emergency Management, Office of
- Public Safety Standard and Training, 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.

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.



A confirmation message will be sent to the email address provided with 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 with 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 in Step 5: Received Two Additional Emails*).

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.

Password Challenge Questions

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember

Select the First Security Challenge Question * select one

New Answer *

Select the Second Security Challenge Question * select one

New Answer *

Select the Third Security Challenge Question * select one

New Answer *

Select the Fourth Security Challenge Question * select one

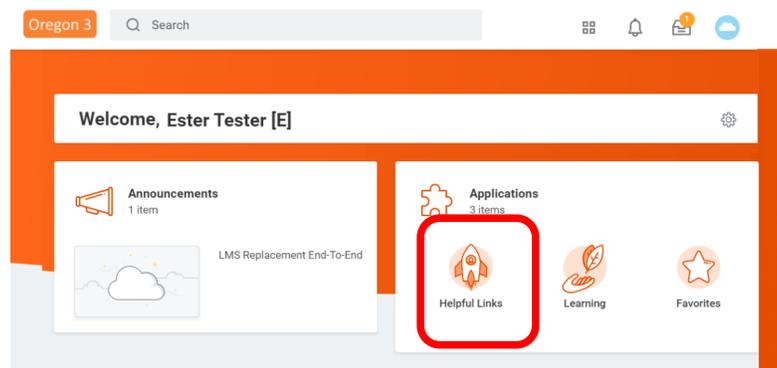
New Answer *

OK Cancel

Update an Extended Enterprise Account

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

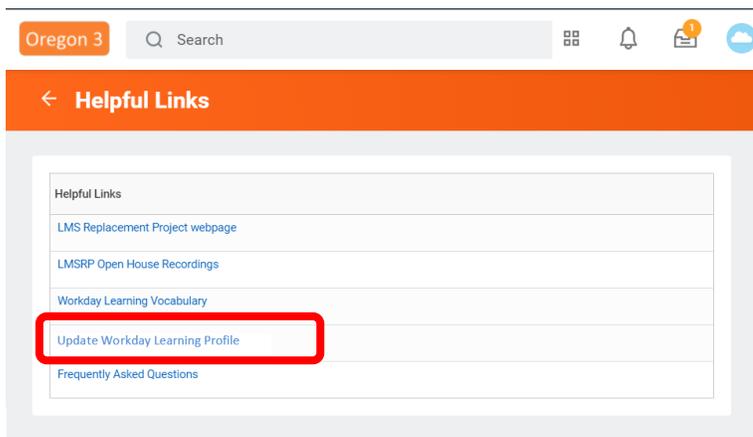
1. Select the *Helpful Links* application



Step 2: Access Update Screen

From the Helpful Links screen,

1. Select *Update Workday Learning Profile*.



Step 3: Update Profile

From the Update Workday Learning Profile screen,

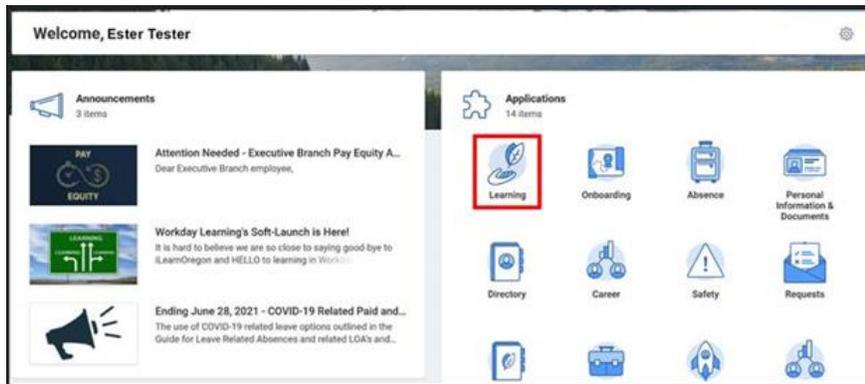
1. Modify the data fields as appropriate.
2. Select *Submit*.

You have successfully updated your profile.

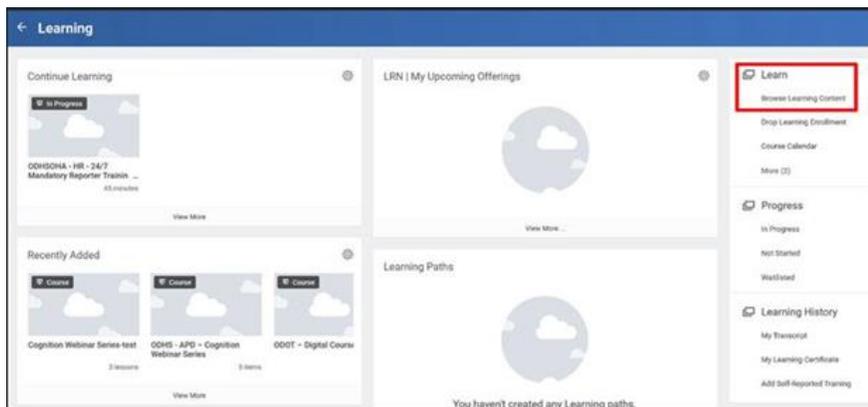
Registering for a Course, Completing Homework and Joining the Virtual Class

STEP 1: Log into your Workday Learning Account.

STEP 2: Click on the Learning application.

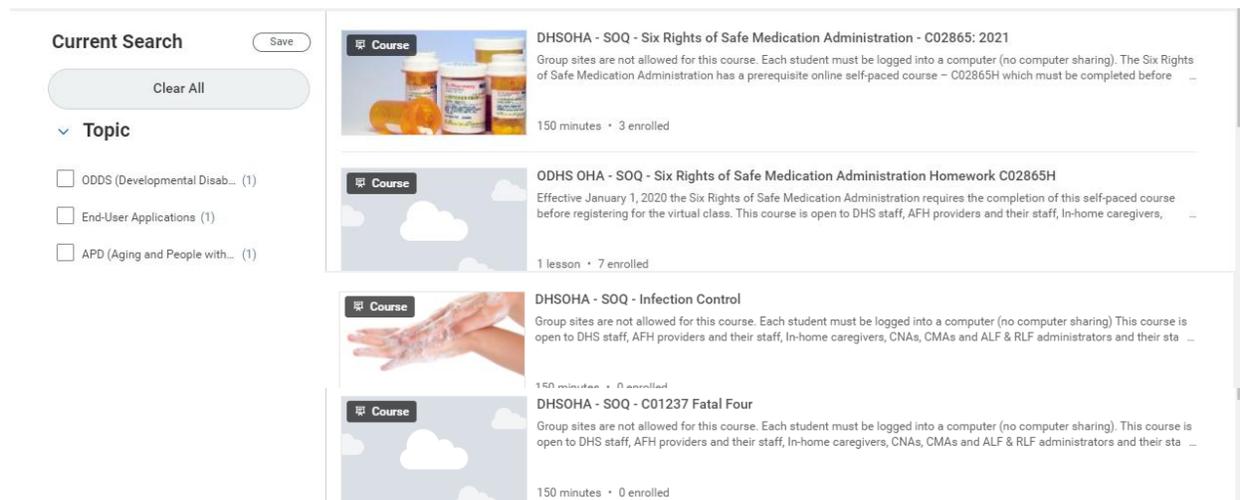


STEP 3: Click on browse learning.



STEP 4: Search on the course code (blue) to locate the course you want and select:

- Six Rights Homework – **C02865H**
- Six Rights – **C02865**
- Infection Control – **C01532**
- Fatal Four – **C01237**



STEP 5: Select the offering (course date) you want to register.

DHSOHA - SOQ - C01237 Fatal Four

Group sites are not allowed for this course. Each student must be logged into a computer (no computer sharing).

This course is open to DHS staff, AFH providers and their staff, In-home caregivers, CNAs, CMAs and ALF & RLF administrators and their staff.

Aspiration, constipation, dehydration, and seizures can lead to serious complications and [Show All](#) ▾

[Lessons in This Course](#) [Additional Course Details](#)

Select Offering

Duration: 150 minutes Lessons: 9

Delivery Mode: Hybrid

STEP 6: Select the course. If multiple offerings select the date desired, then select “ok” and then submit. To complete the process, select “Done”.

Select Offering

Offerings: 1 item

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	Language
	<input checked="" type="checkbox"/>	Wed, Aug 25, 2021, 9:00 AM Pacific Time (Los Angeles)	Wed, Aug 25, 2021, 11:30 AM Pacific Time (Los Angeles)	Deborah Cateora	40 out of 40	No	Open	English (United States)

OK Cancel

You have submitted Enroll in Content: DHSOHA - SOQ - C01237 Fatal Four

Process Successfully Completed

> **Details and Process**

Done

STEP 7: Complete homework – select “View Lesson” to view and complete all articles and videos for this course.

Course Activity

Live Online Lesson

Fatal Four and 9-1-1

Date: Wed, Aug 25, 2021 Time: 9:00 AM (GMT-08:00)

View Lesson

Start Course

DHSOHA - SOQ - C01237 Fatal Four

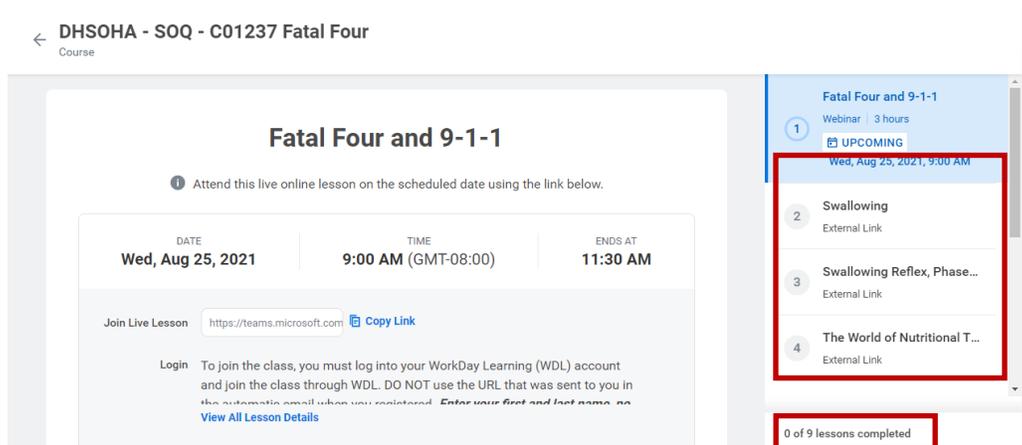
Group sites are not allowed for this course. Each student must be logged into a computer (no computer sharing).

Duration: 150 minutes Lessons: 9

Delivery Mode: Hybrid

CONTACTS

All articles and videos assigned to this course are on the right side of the screen. Complete all requirements. Course certificate will not be issued until all homework is completed. The total number of “lessons is at the bottom and includes the virtual session.



STEP 8: Day of class. Log into your WDL profile and go to your course activity and select “Join Live Session”. Students will be in the lobby before being admitted to class. Log into class no later than 15 minutes before start time. Class starts promptly. Make sure you first and last name is entered in the field labeled “guest”. Do not use nicknames.

EQUIPMENT REQUIREMENTS

Equipment must be set up prior to joining the class. It is your responsibility to know how to use your equipment. ODHS has no control over your equipment or internet service.

To join the class, you must log into your WorkDay Learning (WDL) account and join the class through WDL. DO NOT use the URL that was sent to you in the automatic email when you registered.

Phones, Tablets and Notebooks are not supported

Must have a computer with Microsoft windows operating system, a monitor with a resolution above 1024x786 pixels and high-speed Internet connection. No microphones are needed, headphones only. Questions, on the material, are asked using the chat feature .

Household Internet services typically do not have enough bandwidth to accommodate more than 1 person accessing Virtual classes using Microsoft TEAMS. You cannot share a computer with multiple people. ODHS does not have control over the setting or facility Internet service. For best results it is recommended you use a direct connection to your Internet. WiFi connections can result in lost audio or a “black” screen.

You must use a compatible browser. Do not use Internet Explorer (IE). IE has known issues and is no longer supported by Microsoft. For best results download Microsoft Edge. Google Chrome for Microsoft 10 or above or Firefox can also be used.

It is the user’s responsibility to know how to disable security features and pop-blockers prior to the start of class.

State/AAA Employees: Do not log into your WDL account through Citrix. There are known issues with MS TEAMS and Citrix.