How to Request a Workday Learning account

*If you already have or had a Workday Learning account, Request help here: <u>https://www.surveymonkey.com/r/WDLhelp</u>

- 1. <u>Click here to open the Workday Learning account request webpage.</u>
- 2. Choose your Country and click the "Next Step" button.

Register to Learn	
STEP 1 of 2	
Country* United States of America	
Next Step	
workdov	

3. Your name on your Workday Learning account must match your governmentissued ID (Driver's License, ID Card, Passport, Visa, etc.). Enter your First (given) Name, Last (surname) Name and your personal email address. Only one email address is allowed per account in Workday Learning. Click the "Submit Registration" button.

	Register to Learn	
Name must match	STEP 2 of 2 First Name *	
issued ID	GIVEN NAME	
	Email *	
	Submit Registration	
	← Back to Previous Step	
	workday.	

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That's it! ODHS will review your account request within 3-5 business days. If there is an issue with your request, you will receive an email from AFH Training with next steps. If there is not an issue and your request is approved, you will receive two emails from Workday Learning. One will contain your username and one will contain your password.



If you have questions regarding your account request, or need help resetting your password, fill out a help request at <u>https://www.surveymonkey.com/r/WDLhelp</u>.

After your account has been set up, you can click here to <u>log in to Workday Learning</u>. It is recommended you bookmark this page for future use.