

Welcome to the Oregon Employment Department; as a WorkSource Oregon Partner or Staffing Agency Employee, a Contingent Worker account in Workday will be created for you. You will use this account to access training.

The following Instructions will walk you through the process of setting up your Workday account and access your new hire required training.

You will receive a Workday username/login and temporary password via email that you will use to set-up your Workday Account. If you did not receive the initial emails, check your SPAM/Junk mail folder and/or with your internal IT Department to see if it was filtered, if you are still unable to locate the emails, contact your OED manager or Contingent Worker Coordinator – see the Troubleshooting section in the last page of this job aid.

## LOG-IN AND SET-UP PASSWORD AND SECURITY QUESTIONS



**STEP 1:** Open a **Chrome browser** window and copy and paste or type the Workday URL into the address field.

<https://wd5.myworkday.com/oregon>

If the above URL does not open the Workday Log-In screen;

Type: <https://www.oregon.gov/das/hr/pages/workday.aspx>  
into a Chrome browser and click the Log in to Workday button.

Log in to Workday

**STEP 2:** Log-in to Workday using the credentials that were sent by Workday.

Type your username into the field.

Carefully type your temporary password into the password field. NOTE: passwords are case sensitive.

Click **SIGN IN**.

Username  
CW0123456

Password  
.....|

Sign In

If your TEMPORARY PASSWORD is not working, please start by double checking that you are accurately typing your user name and temporary password with the correct case, symbols, and numbers. If it still does not work, contact your Contingent Worker Coordinator.

**SUBJECT:** Contingent Worker Workday Set-up Help

**BODY:** Provide your full name, the OED office you are associated with and the user/login (CW#) that was in the email from Workday.

Explain the issue that is occurring and include any error messages you are seeing. It is also helpful to provide a screenshot.

## Contingent Worker – Workday Set-Up and Required Training Instructions

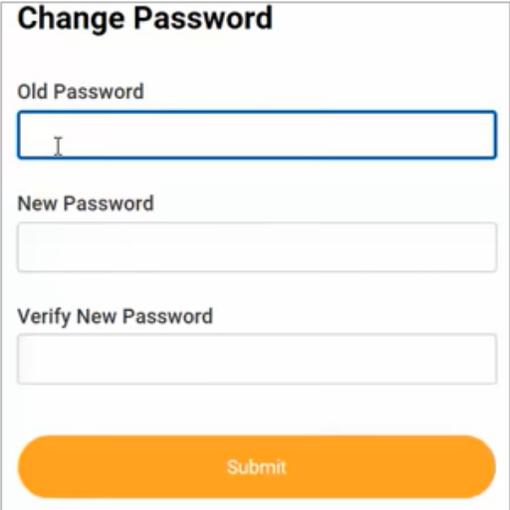
### STEP 3: Change your Workday password

Enter your temporary password in the Old Password field

Enter a new password in the New Password field and again in the Verify new Password field, and Click **SUBMIT**.

Your new password must be...

- At **LEAST 10** characters
- A combination of **LOWER & UPPER CASE LETTERS, NUMBERS, & SYMBOLS**



**Change Password**

Old Password

New Password

Verify New Password

Submit

If the system gives you an error please double check that you entered your temporary password into the current password field AND that your new password meets the above requirements.

### STEP 4: Add Security Questions

You must add five security questions to your Workday account. These are used each time you log-in (the system will ask you to answer two) and when you need a password reset (once your email is attached to your account).

Use the down arrow next to each question field to choose which questions to include.

Type your answer in the answer field.

Repeat until you have 5 security questions and answers entered. Click **SUBMIT**.

**TIP: You must answer two security questions EACH TIME you log-in to Workday – make these answers simple for you to remember.**



**Select Security Questions**

?

Answer

?

Answer

## ACCESS AND COMPLETE REQUIRED TRAINING ASSIGNMENT

**STEP 1:** From your Workday Homescreen, click the Notification Bell; read and complete the tasks in Notification: OED - Contingent Worker - New Hire Required Training.

The Notification Bell is in the upper right corner of your Workday Dashboard; a small orange circle will show you how many notifications you have.

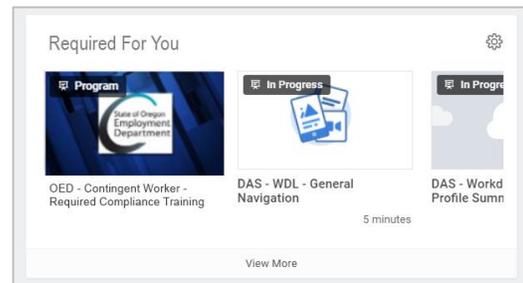


**STEP 2:** Access the assigned program: OED – Contingent Worker – Required Compliance Training

1. Click the Learning Applet from your Workday Dashboard



2. Click the Program: OED – Contingent Worker – Required Compliance Training in the Required For You Worklet



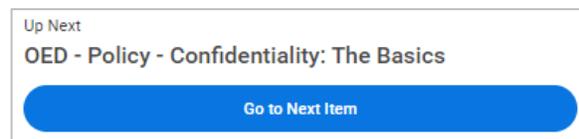
3. Click Start Program



4. Click Launch Content and complete the course.



5. After completing the course, Click Go to Next Item (from the bottom right corner of the window), and continue to access and complete all courses in the program.



IF you need to stop working on training and return later, most courses will retain your progress; and you will easily find the course in your Workday Learning Applet in the Continue Learning Worklet.

## TROUBLESHOOTING

### Help with your Workday Account

Your OED Manager or Contingent Worker Coordinator can assist with most issues related to your Workday account; or they can forward to the appropriate department or person.

See the chart below for how to contact your Contingent Worker Coordinator:

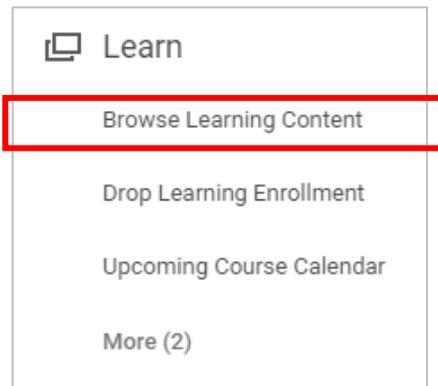
Division/Section	Contact eMail
Modernization	OED_EMPLOYMENT_MODERNIZATION@oregon.gov
Unemployment Insurance	<a href="mailto:OED_UI_WD_ContingentWorker@oregon.gov">OED UI WD ContingentWorker@oregon.gov</a>
Workforce Operations WorkSource Oregon	OED_WSO_TRAINING_TEAM@oregon.gov
All other divisions	TRAINING.TEAM@oregon.gov

### Searching Workday for training

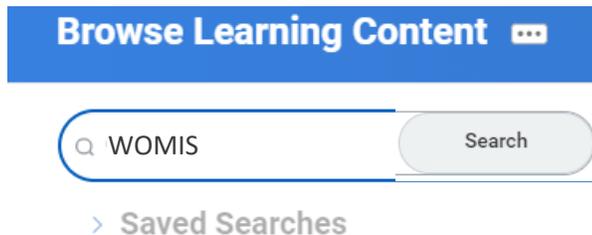


1. Click the Learning Applet from your Workday Dashboard

2. Click Browse Learning from the menu on the right



3. Type keywords in the search field and hit Enter or click Search



NOTE: You will only have access to content within or shared with the OED Organization; if you need access to content “owned” by a different Organization (State Agency), contact your Contingent Worker Coordinator for assistance.