How to create an Extended Enterprise (Workday) account to register for the Rule 27: Respectful Workplace training.

- 1. Please navigate to this webpage: <u>Department of Administrative Services : Extended Enterprise Learner Resources</u> : <u>Chief Human Resources Office : State of Oregon</u>
- 2. Scroll down towards the bottom of the webpage and find "Oregon State Legislature LBPR 27 and Respectful Workplace Training"



3. Click on the link to reveal a dropdown menu:

Oregon State Legislature LBPR 27 and Respectful Workplace Training	
The Le with or create	gislature is committed to fostering a workplace that is respectful and inclusive and providing a process to ensure compliance ir rules and policies. Please visit the Legislative Equity Office's <u>website</u> for more information on this training. Use this link to a Workday Learning account and access course(s): <u>Oregon State Legislature Affiliation</u> .
f you	nave questions or need assistance contact: employee.services@oregonlegislature.gov
Sign ir	to an existing Workday account here.

4. From the dropdown menu, click on the link "Oregon State Legislature Affiliation."

Oregon	State Legislature LBPR 27 and Respectful Workplace Training
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ign in to an	iestions or need assistance contact: <u>employee.services@oregoniegislature.gov</u> existing Workday account <u>here</u> .

Clicking this link will take you to the Extended Enterprise (Workday) system, where you'll finish building out your account using your name and email.

Once you submit the request for a Workday account, it goes into a queue where it needs to be reviewed and approved by the Legislative Equity Office before it's finalized. After the Office approves your account, you'll receive two autogenerated emails from Workday, one with your Username and one with your temporary password.

Please follow those emailed instructions to finish setting up your account. If several days have passed and you haven't received the emails from Workday, please contact Aislyn Matias at <u>Aislyn.Matias@OregonLegislature.gov</u>, or by phone at 503-986-1625.