

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

1. Please navigate to this webpage: [Department of Administrative Services : Extended Enterprise Learner Resources : Chief Human Resources Office : State of Oregon](#)
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:



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



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 auto-generated 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 Aislyn.Matias@OregonLegislature.gov, or by phone at 503-986-1625.