

# Registration Instructions for Notary Basics Instructor-led Webinar Training

## CREATE AN EXTENDED ENTERPRISE LEARNER ACCOUNT

**Step 1. Visit the Extended Enterprise Learner Resource Page.** The Extended Enterprise Learner (EEL) Resources page (<https://www.oregon.gov/das/HR/Pages/WDL-EEL-Resources.aspx>) will provide information about training available to learners that are not employees or contingent workers for the state of Oregon. These learners have business with the state or are required to take state provided training.

The screenshot shows the Oregon State website's "Extended Enterprise Learner Resources" page. The page has a blue header with navigation links: Home, Verify employment, News & notices, Forms, Policies, and Contact us. Below the header, the breadcrumb trail reads: Department of Administrative Services > Employee resources and state workforce > Extended Enterprise Learner Resources. The main heading is "Extended Enterprise Learner Resources". On the left, there is a sidebar menu with "HR HOME" selected, and other options: HR SERVICES FOR CLIENT AGENCIES, LABOR RELATIONS, RECRUITMENT, STATE JOBS, WORKDAY OREGON, and WORKFORCE DEVELOPMENT. The main content area starts with a welcome message: "Welcome to the Extended Enterprise Learner (EEL) Resource page!". It then contains several paragraphs of text, including a notice about an update to the EEL Account Creation process on Thursday, June 8th, and instructions for existing Workday Learning accounts. A section titled "New EEL's" includes a sub-section "Account Creation Links" with a table of links. The table has two columns: "Title" and "Accordion Content". The first row is for "Oregon Procurement Training", which includes a list of certifications: Contract Administration Training Certificate, Oregon Procurement Basic Certification (OPCB), Oregon Procurement Intermediate Certification (OPIC), Oregon Procurement Advanced Certification (OPAC), and Pay Equity Training. Below this list, it says "Use this link to create your Workday Learning account and access the appropriate courses **Link Coming Soon**." The second row is for "Project Management and Business Analysis for Other Governmental Entities", with content stating that the Department of Administrative Services provides training to other governmental entities and that users should use the link to create an account and access training **Link Coming Soon**. The third row is for "OHA | WIC Affiliation", with content stating that Oregon WIC offers staff training for WIC Local Agency staff and WIC contactors, and that users should use the link to create an account and enroll in courses for WIC Staff shared with the Oregon Health Authority catalog, **Link Coming Soon**.

An official website of the State of Oregon Here's how you know »

OREGON.GOV Home Verify employment News & notices Forms Policies Contact us

Department of Administrative Services > Employee resources and state workforce > Extended Enterprise Learner Resources

## Extended Enterprise Learner Resources

► HR HOME  
HR SERVICES FOR CLIENT AGENCIES  
LABOR RELATIONS  
RECRUITMENT  
STATE JOBS  
WORKDAY OREGON  
WORKFORCE DEVELOPMENT

Welcome to the Extended Enterprise Learner (EEL) Resource page!

Starting at **6pm on Thursday, June 8th** we are updating the EEL Account Creation process. We anticipate this work taking approximately 3 hours, as soon as our work is complete this page will be updated to allow for EEL accounts to be created again.

While you wait, review this document to become familiar with the account creation process. You and also take a look at the information provided about training provided by different agencies and locate the training program that is appropriate for you.

Think you may already have a Workday Learning account with the state of Oregon, reach out to the [learning support](#) for the agency that provides your training for assistance with signing into an existing account. Please do not create duplicate accounts, we are not able to merge accounts causing you to have an incomplete training record.

If you are looking for resources about signing into your existing Workday Learning account, how to find training, or viewing your learning history, including downloading completion certificates, review the Knowledge Articles and Job Aids section that immediately follows the New EEL Account Creation Links section.

### New EEL's

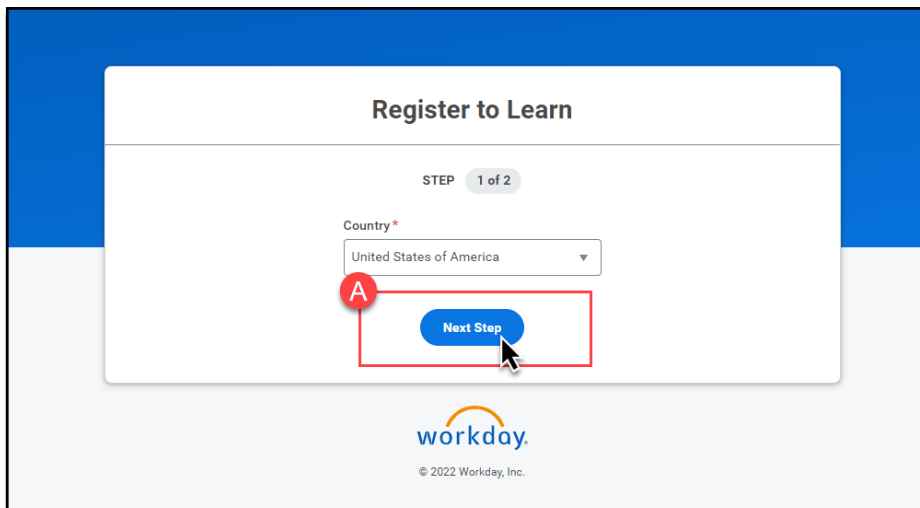
#### Account Creation Links

Title	Accordion Content
Oregon Procurement Training	<p>If you need to take procurement training to obtain or maintain the following certifications:</p> <ul style="list-style-type: none"><li>Contract Administration Training Certificate</li><li>Oregon Procurement Basic Certification (OPCB)</li><li>Oregon Procurement Intermediate Certification (OPIC)</li><li>Oregon Procurement Advanced Certification (OPAC)</li><li>Pay Equity Training</li></ul> <p>Use this link to create your Workday Learning account and access the appropriate courses <b>Link Coming Soon</b>.</p>
Project Management and Business Analysis for Other Governmental Entities	<p>The Department of Administrative Services through the Chief Human Resources Office (CHRO) provides training to other governmental entities on various levels of project management and business analysis. If you would like to enroll in one of these courses, and do not already have a Workday Learning account, use this link to create an account and access the available training <b>Link Coming Soon</b>.</p>
OHA   WIC Affiliation	<p>Oregon WIC offers staff training for WIC Local Agency staff and WIC contactors for providing WIC services to participants. Please use this link to create an account to browse and enroll in courses for WIC Staff shared with the Oregon Health Authority catalog. <b>Link Coming Soon</b></p>

## Step 2: Request account

After deciding which training or program is what you need, click on the provided URL.

On the first screen (STEP 1 of 2) you will select Next Step (A)



Register to Learn

STEP 1 of 2

Country \*

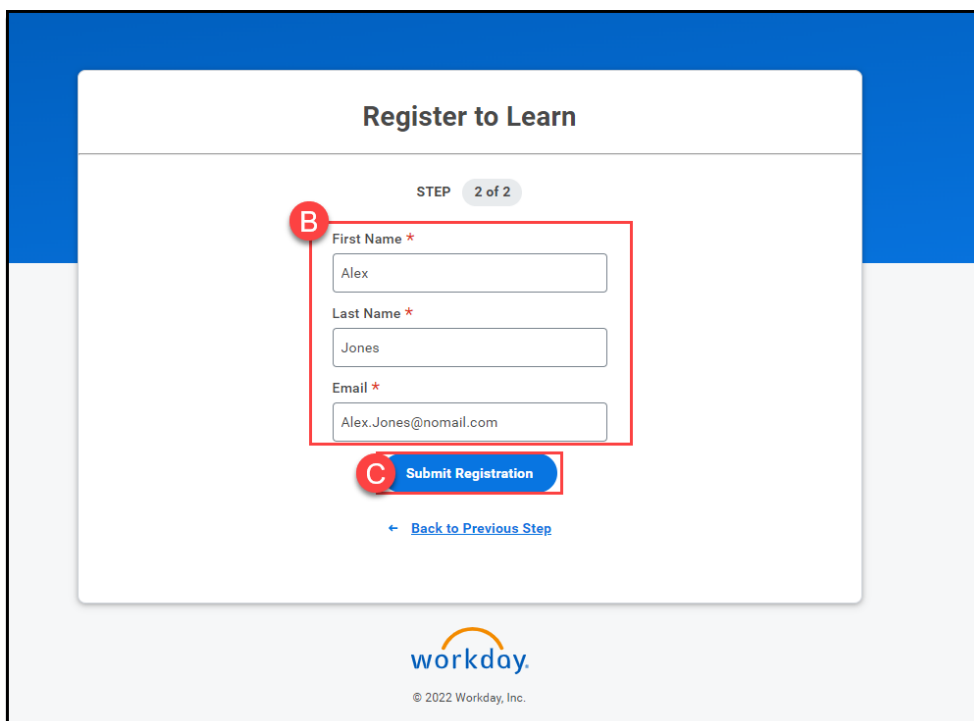
United States of America

**A** Next Step

workday.

© 2022 Workday, Inc.

The next screen (STEP 2 of 2) Enter your First & Last Name and Email address (B), then click Submit Registration (C).



Register to Learn

STEP 2 of 2

**B** First Name \*

Alex

Last Name \*

Jones

Email \*

Alex.Jones@nomain.com

**C** Submit Registration

[← Back to Previous Step](#)

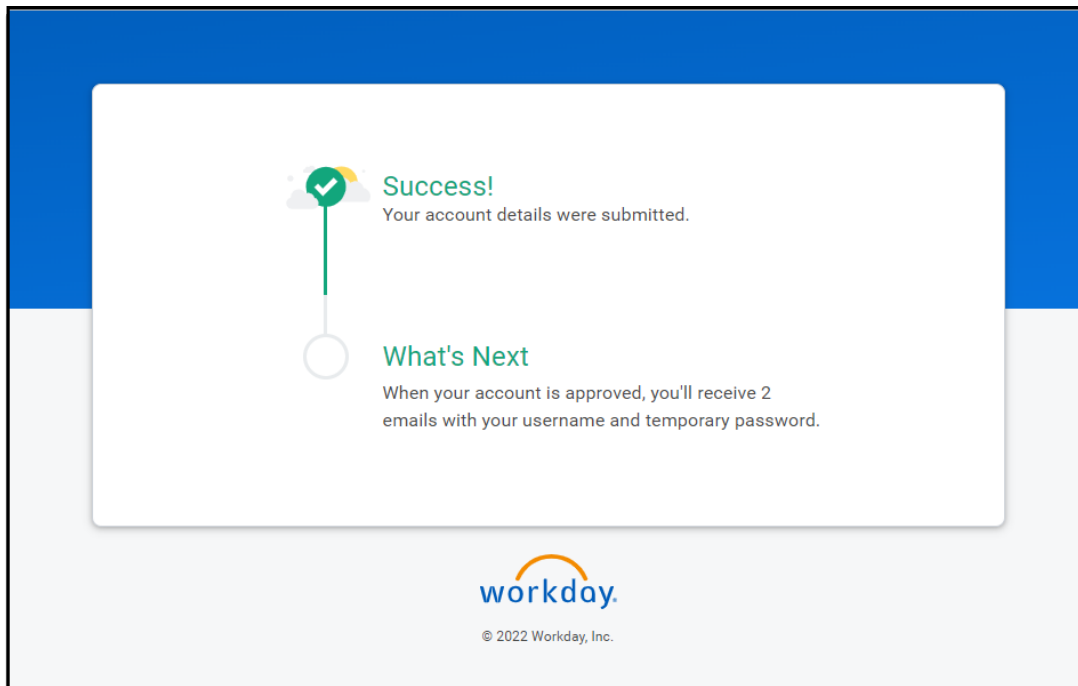
workday.

© 2022 Workday, Inc.

## Success!

Your account request has been submitted for review.

If you are requesting an account outside of regular business hours, your request will be reviewed the *following business day*.



If during the review process it is discovered that you already have and EEL account, you will receive an email notification with next steps from the reviewer.

### **Step 3: Sign into your Workday Learning account**

You will receive two emails, either:

- two from Workday, one with your Username and one with your temporary password.
- one from Workday with your temporary password and one from the agency reviewer with your Username.

Follow the instructions provided in those messages.

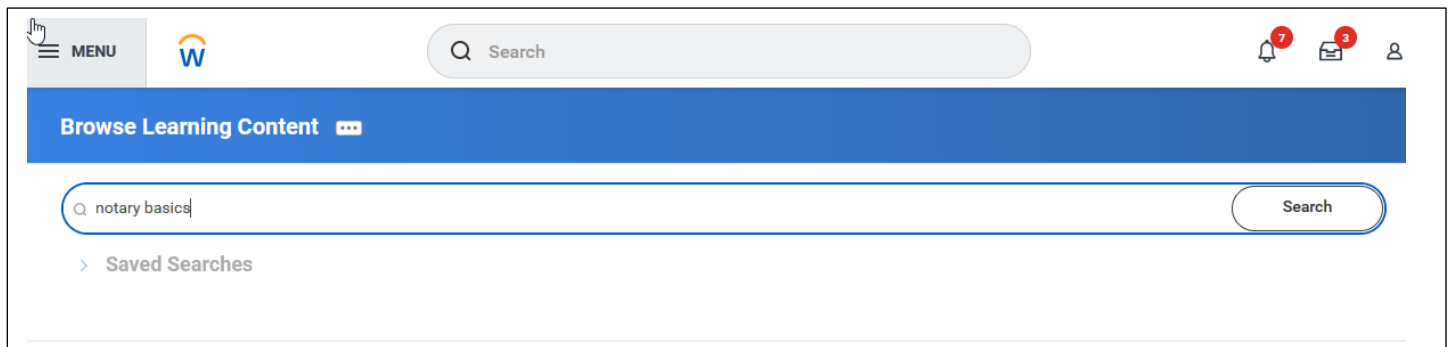
---

## LOCATE AND REGISTER FOR THE TRAINING

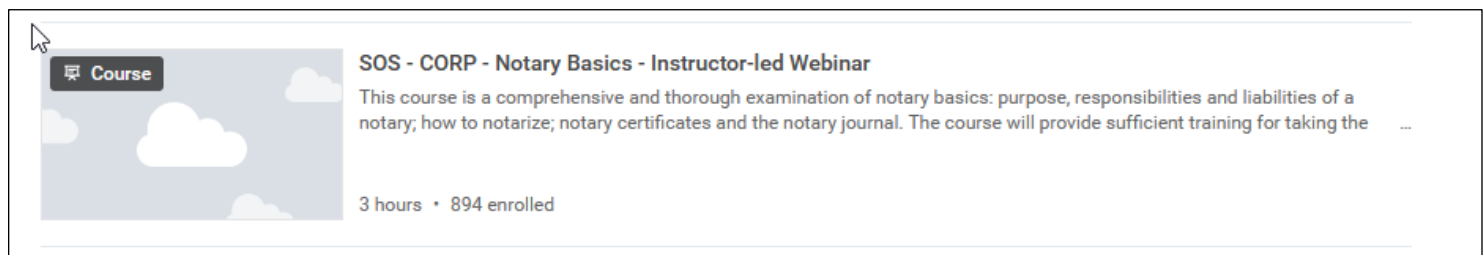
**Step 1. Log in to your Workday account.**

**Step 2. Select Learning from the left-hand navigation bar. Select “Browse Learning Content” in the center of the page.**

**Step 3. Search for notary basics in the search bar below Browse Learning Content.**



**Step 4. Select Notary Basics Instructor-led Webinar Training from the list of courses.**



**Step 5. Click on Select Offering (blue bar on the right side of the page).**

**Step 6. Click in box next to date desired and click OK (Blue bar on bottom left of page).**

**Select Offering**

Offerings 2 items

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	Language
1	<input type="checkbox"/>	Thu, Jun 29, 2023, 9:00 AM Pacific Time (Los Angeles)	Thu, Jun 29, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	24 out of 60	No	Open	English (United States)
2	<input type="checkbox"/>	Wed, Jul 26, 2023, 9:00 AM Pacific Time (Los Angeles)	Wed, Jul 26, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	55 out of 60	No	Open	English (United States)

**Step 7. Click Submit (Blue bar at bottom left of page).**

**Step 8. Click Done (blue bar at bottom left of page). You will receive a confirmation email.**



**If you experience technical difficulties, contact the Notary Team at [NotarySeminar.SOS@sos.oregon.gov](mailto:NotarySeminar.SOS@sos.oregon.gov). DO NOT contact Workday technical support.**