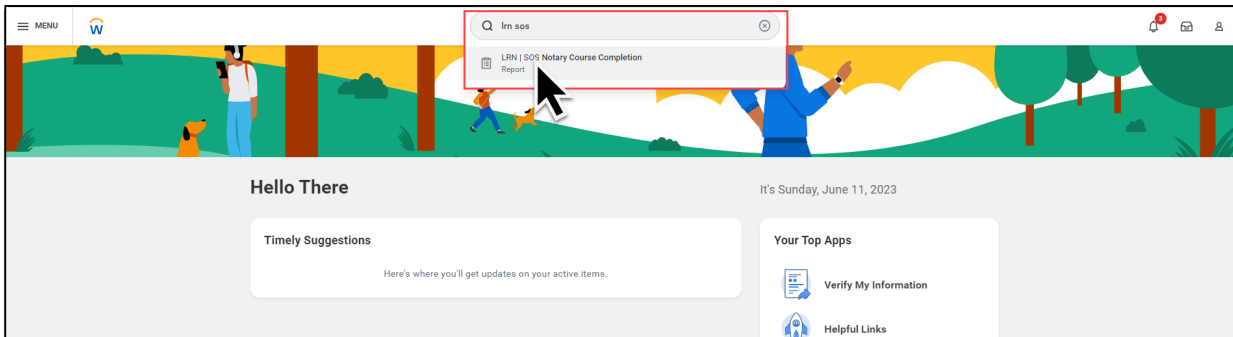


Locating your Education Number in Workday

Please note: you will not be able to access your education number until you have successfully completed the notary training course.

Navigate

1. Sign into Workday. Search for and select LRN | SOS Notary Course Completion report.



Select

2. Click the drop-down arrow (A) then select, View Details (B).

The screenshot shows the 'LRN | SOS Notary Course Completion' report. A green circle highlights the 'Total' row in the table. A red arrow labeled 'A' points to the drop-down arrow on the right side of the 'Total' row. Another red arrow labeled 'B' points to the 'View Details' option in the dropdown menu. The table has columns for 'Learning Content', 'Required', 'Completed', and 'Total'. The 'Total' row shows a count of 1 in the 'Completed' column and 1 in the 'Total' column.

Learning Content	Required	Completed	Total
SOS - CORP - Notary Basics Self-Paced Online Training	No	1	1
Total		1	1

Locate

3. Locate and write down your education number.

Criteria View by: and then by: Refresh

1 Item

Learner	Notary#	Extended Enterprise Affiliation	Learning Content	Learning Content Type	Completion Status	Completion Date	Required
Alex Jones [E]	EXTENDED_ENTERPRISE_LEARNER 3-9650	State of Oregon - Affiliation	SOS - CORP - Notary Basics Self-Paced Online Training	Digital Course	Completed	06/09/2023	No