Oregon Department of Justice
Crime Victim and Survivor Services Division
Every victim, every crime, every right, every time.

Quick Start Guide for New Workday Learning Users

This document will guide you through setting up an account so you can complete online training offered by the Oregon Department of Justice Crime Victim and Survivor Services Division (CVSSD).

Create a New Workday Learning Account

1. Visit:
https://wd5.myworkday.com/wday/vps/wday/calypso/bootstrap/eex/requestuserbootstrap/oregon/1a2b9e3484b01001c6b775b3164c0000

2. For step 1 of 2, select **United States of America**.
3. Click **Register**.
4. For step 2 of 2, enter your **first name, last name,** and **email address**.
5. You will receive two additional emails: one containing your username and the other with a temporary password. Use this information to log in to your account and change your password.
6. Choose and answer challenge questions.

   1. From the Password Challenge Questions screen, select four challenge questions.
   2. Supply an answer for each challenge question.
   3. Select **OK**.
   4. Continue navigating to your account.

Find Online Courses in Workday Learning

1. Log in to Workday Learning.
2. Select the **Learning** icon.
3. From the Learning page, select **Browse Learning Content** from the menu on the right.
4. In the search bar, type **CVSSD**.
5. Find your desired course in the list and select the title.
6. Follow the instructions to enroll in and complete the course.

Information about Required Courses

If your position or grant funding requires you to complete a CVSSD training, be sure to complete the final exam at the end of the course. You must answer at least 8 out of the 10 questions correctly. You may take the exam and review the course as many times as needed to pass.

Obtain a Learning Certificate

1. Log in to Workday Learning.
2. Select the **Learning** icon.
3. From the Learning bar on the left side of the screen, select **LRN | Learning Certificates for Export**.
4. You should see your name listed in the Extended Enterprise Learner box. Choose **OK**.
5. Select the **Print** button in the lower left corner of the screen.

6. Your certificate of completion will open, and you will have the option to print or save it.

See detailed instructions for obtaining your Learning Certificate.

Information for ACP Application Assistant Candidates

To become an Address Confidentiality Program (ACP) application assistant, you must complete the ACP online course. Once you finish the course and final exam, download the certificate and include it with your completed ACP Application Assistant Agreement. Submit both documents to acp@doj.state.or.us.

Commitment to Access

CVSSD is committed to providing accessible materials and programming across our division.

In Workday Learning, CVSSD has tried to create training to meet the needs of all our learners. Our courses have closed captioning, and we supply transcripts upon request. Additionally, we offer alternatives for completing the final exams.

If you experience issues accessing one of our courses, or if you would like to request help or an accommodation, please email Caroline Olfert at Caroline.Olfert@doj.state.or.us.

Technical Support

Working from a computer rather than a phone is best for setting up your Workday Learning Account.

If you have problems creating your Workday Learning account or finding courses, email the DOJ Workday Learning Partner at DOJWorkdayLearningPartner@doj.state.or.us.

If you forget your password, reset it by clicking the **Forgot Password** link under the sign-in fields. See detailed instructions for how to reset your password.

If you're experiencing problems with one of the CVSSD courses or have questions, including inquiries about which trainings to complete, email CVSSD at cvssd@doj.state.or.us. You can also visit the Workday Learning webpage to access more resources.

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