EXTENDED ENTERPRISE LEARNER ACCOUNT ACCESS

Workday Extended Enterprise Learning Job Aid
A step-by-step guide on how a new Extended Enterprise Learner will get access to the system.

PLEASE NOTE:
Cloud-based applications such as Workday experience frequent updates that may impact the visual look of the system. As a result, these training materials and the screen shots in them may not be an exact match to what you see in the live system.
Extended Enterprise User Accounts

View Existing Accounts

Extended Enterprise Learners will access their account through information received in two different emails and using the Local Workday sign in option. The instructions below walk you through this step by step process.

Where does a learner get their Username?
Extended Enterprise Learners will
1. Receive an email From: Security Admin, Shared when their eForms account is created.
2. In that email, shown below, they will access their Network ID/AAH ID. That is their username for logging into Workday.

Where does a learner get their initial password to login?
Extended Enterprise Learners will need to set up a password account for Workday which is different from the SAM account password they set up for other systems. The learning system is NOT currently working through single sign on (SSO).
3. They will receive an email from Workday Notifications.
4. They will use the temporary password given in that email to login to Workday.
How do they access Workday Learning – Extended Enterprise Learning?

Navigate to the Workday LogIn Screen.
5. Click Local Workday.
6. Type Username: Network ID/AAH ID from 2.
7. Type temporary password received in Workday Notifications Email from 4.
8. Click Sign In.
9. Enter Temporary Password where prompted for Old Password, Enter New Password and Verify New Password using following parameters:
   - Your new password must not be the same as your current password or user name.
   - Minimum number of characters required: 8.
   - The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#$%&'()*+,-./:;<=?@[]^_`{|}~. The password must not have been used within the following number of last passwords: 24.
10. Click Submit
How do EELs reset their password if they have forgotten what was set previously?
As of November 1, 2022, EELs can reset their own passwords using the Forgot Password link on the log in screen. The instructions below explain how to do so.
1. Navigate to the Workday LogIn Screen using LOCAL WORKDAY!
2. Click Forgot Password?.
3. Type Username: Network ID/AAH ID from 2.
4. Type email that associated to the eForms/EEL account. This is where you received the Security Admin, Shared or Workday Notifications emails. Not sure or never received an email, repeat the process with possible email addresses until reset password email is received. Or, reach out to your sponsor to verify the email address.
5. Click Submit.
6. User will receive a confirmation. Click Back to Sign In.
7. Navigate to the email you entered and find email from Workday Notifications.
8. Click Reset Your Password.
9. Enter New Password and Verify New Password using following parameters:
   Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#$%&'()*+,-./:;<=>?@[\]^_`{|}~. The password must not have been used within the following number of last passwords: 24.
10. Click Submit.
How do EELs change their password after 90 days or at any point they choose if they know their current password?

1. Navigate to the Workday LogIn Screen using LOCAL WORKDAY!
2. Click Change Password.
3. Type Username: Network ID/AAH ID from 2.
4. Type temporary password received in Workday Notifications Email from 4.
5. Click Sign In.
6. Enter Temporary Password where prompted for Old Password, Enter New Password and Verify New Password using following parameters:
   - Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !#$%&()*+,-./:;<>?@[]\^_`{|}~. The password must not have been used within the following number of last passwords: 24.
7. Click Submit.