Accessing WIC Trainings in Workday

Creating a Workday Account

To create an External User account in Workday, refer to the Smart Guide titled *How to Create an External Account in Workday*. In Step 1, the guide instructs you to open the Workday Self-Registration URL. It will walk through the process step by step to help you register and set up your login credentials.

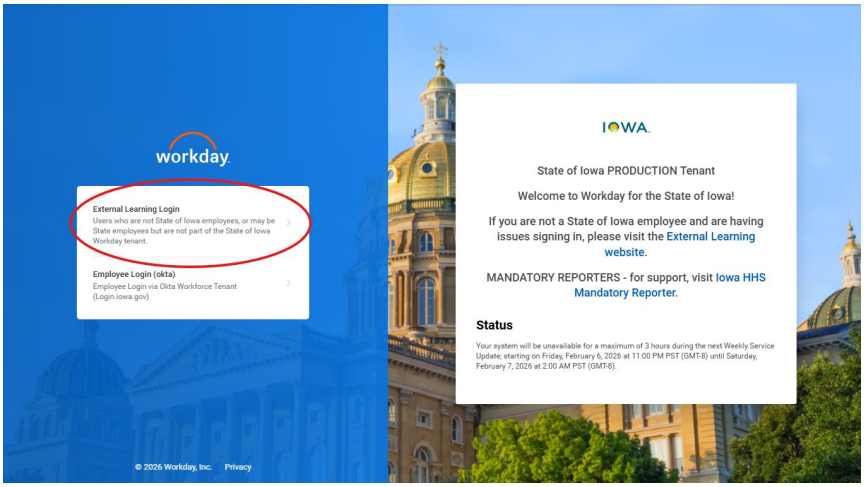
Workday works best when used with the Google Chrome browser. It is recommended to bookmark the Workday Learning Login URL for easy access to future training sessions: State of Iowa Workday External Learner Login

Several additional required trainings will be assigned in Workday after creating an External User account including Confidentiality 101, Cyber Safe, and Phishing.

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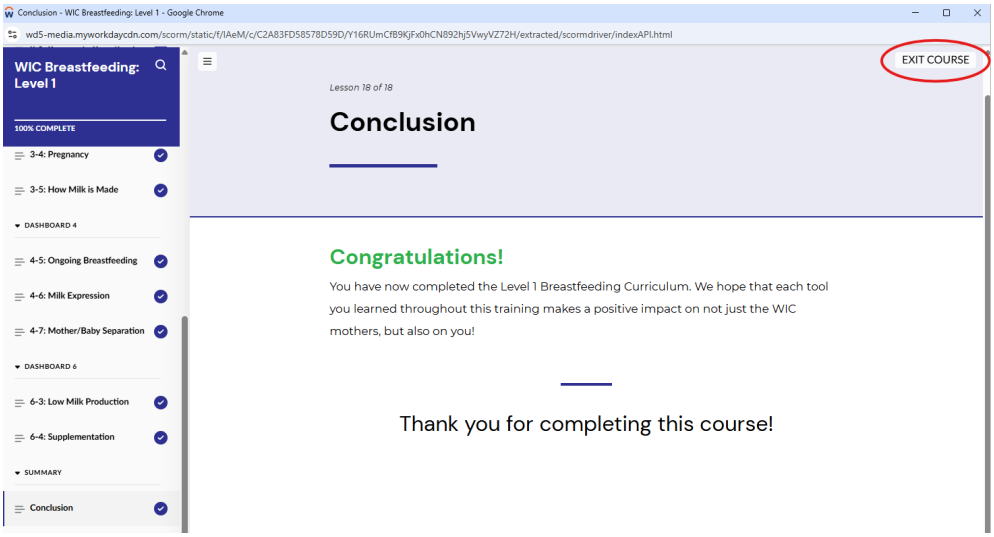
After creating an External User account with Workday, click the training links on the WIC Portal to enroll or search for the name of the course in Workday to enroll.

The link will navigate to Workday and offer two login options on the left. Click "External Learning Login."

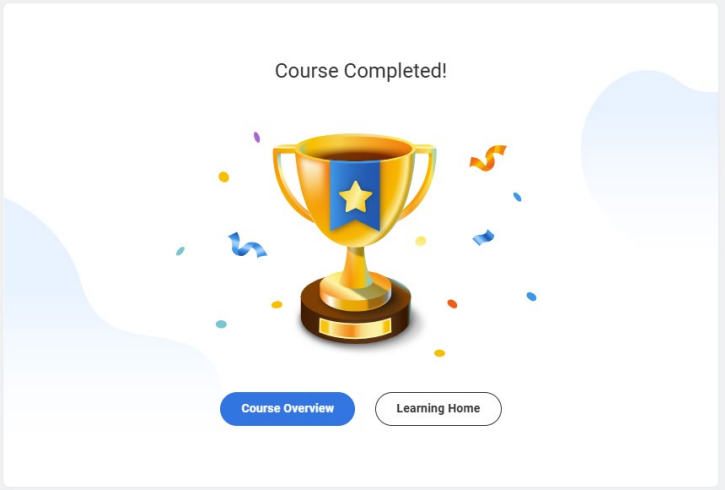


Follow the instructions in the document "Workday - Course Enrollment Guidance" to enroll in and start the course.

Upon completion of the course, click 'Exit Course' in the top right corner. Do not click the X to close the window.



Clicking ‘Exit Course’ will close the course window. You will be routed back to Workday with a ‘Course Completed’ screen.



When staff take a course for the first time, they must complete it in full and cannot skip ahead. After completing the course initially, staff will have the option to access the course again and use the menu to select specific videos or materials for reference.