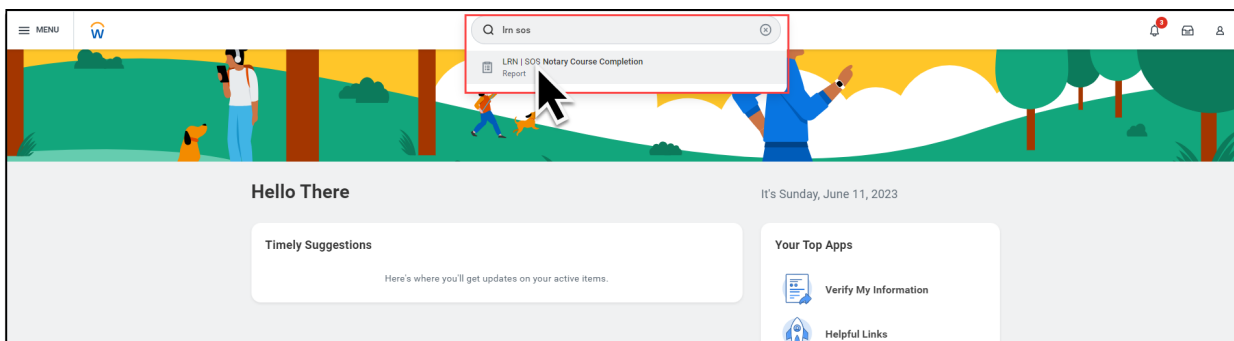


# Locating your Education Number in Workday and completing your application for a commission

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

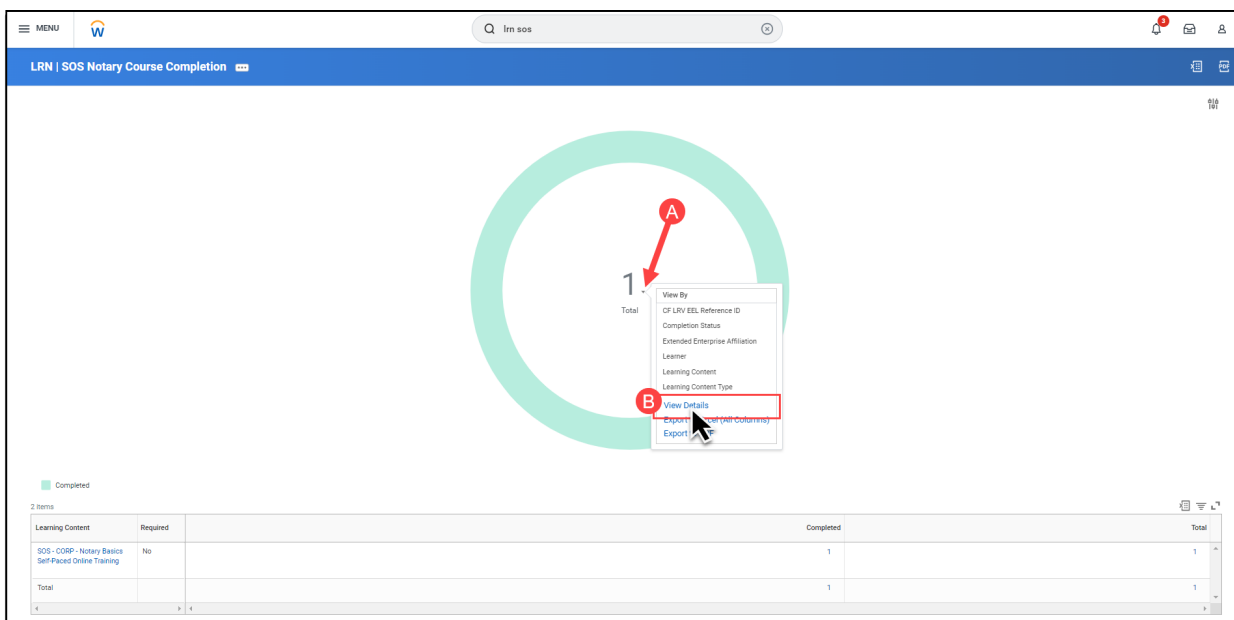
## Navigate

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



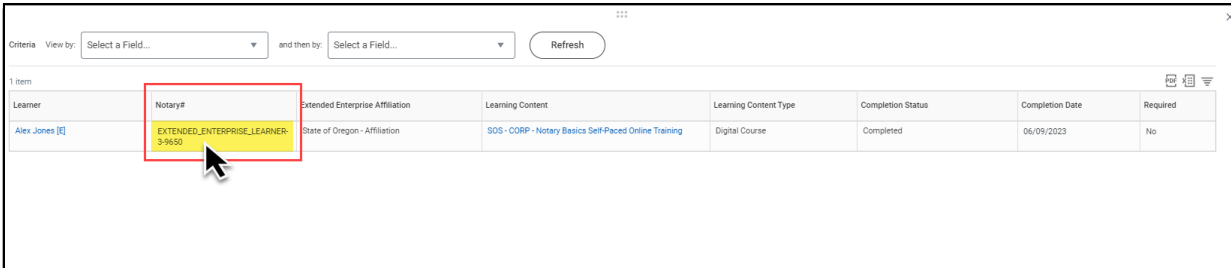
## Select

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



## Locate

### 3. Locate and write down your education number.

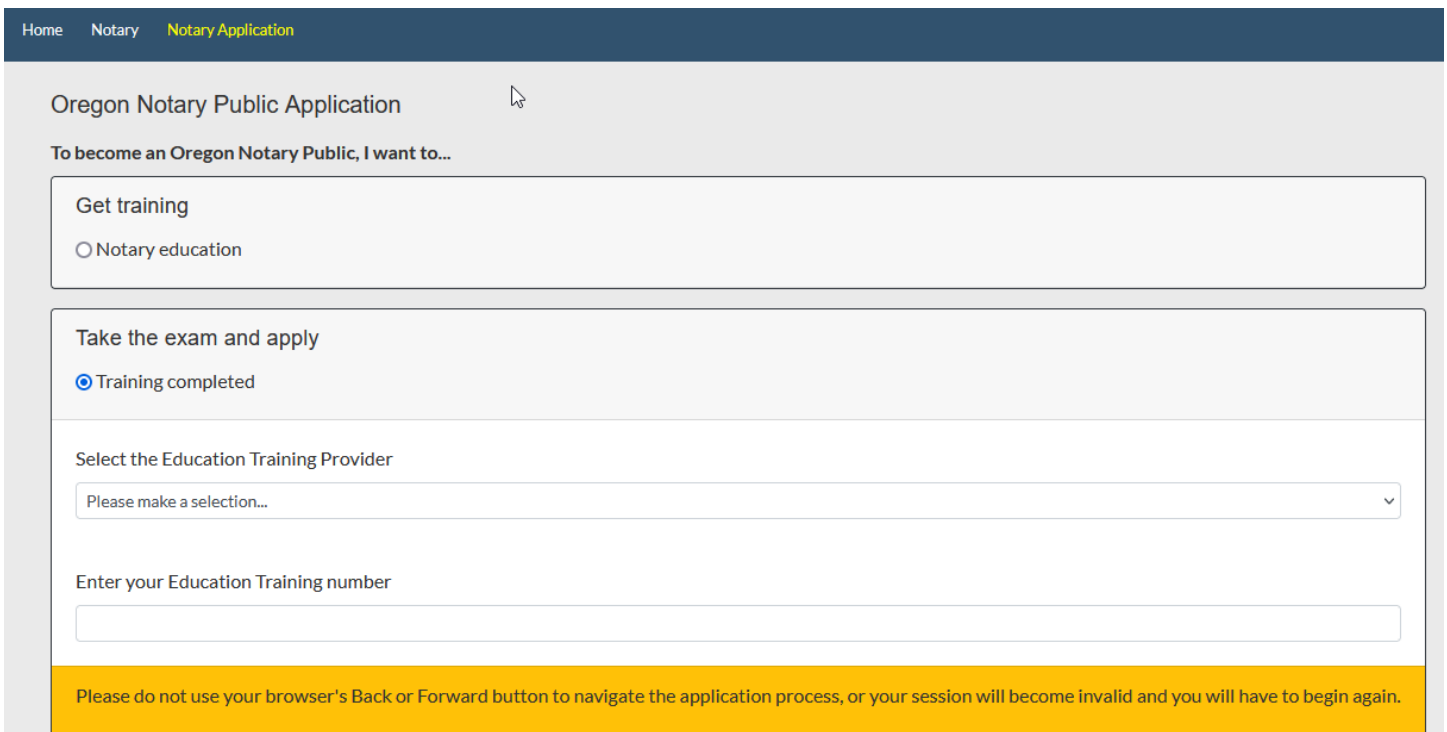


The screenshot shows a table with the following data:

Learner	Notary#	Extended Enterprise Affiliation	Learning Content	Learning Content Type	Completion Status	Completion Date	Required
Alex Jones [E]	EXTENDED_ENTERPRISE_LEARNER 9-9650	State of Oregon - Affiliation	SOS - CORP - Notary Basics Self-Paced Online Training	Digital Course	Completed	06/09/2023	No

Go the notary page for accessing the test: <https://secure.sos.state.or.us/notary/extrnl/home>

Select Take the exam and apply (training completed):



The screenshot shows the Oregon Notary Public Application form. The navigation bar includes Home, Notary, and Notary Application. The main heading is Oregon Notary Public Application. Below the heading, there is a section titled "To become an Oregon Notary Public, I want to..." with two radio button options: "Get training" and "Notary education". The "Notary education" option is selected. Below this, there is a section titled "Take the exam and apply" with a radio button option "Training completed" which is selected. Underneath, there is a dropdown menu for "Select the Education Training Provider" with the text "Please make a selection...". Below the dropdown is a text input field for "Enter your Education Training number". At the bottom, there is a yellow warning banner that reads: "Please do not use your browser's Back or Forward button to navigate the application process, or your session will become invalid and you will have to begin again."

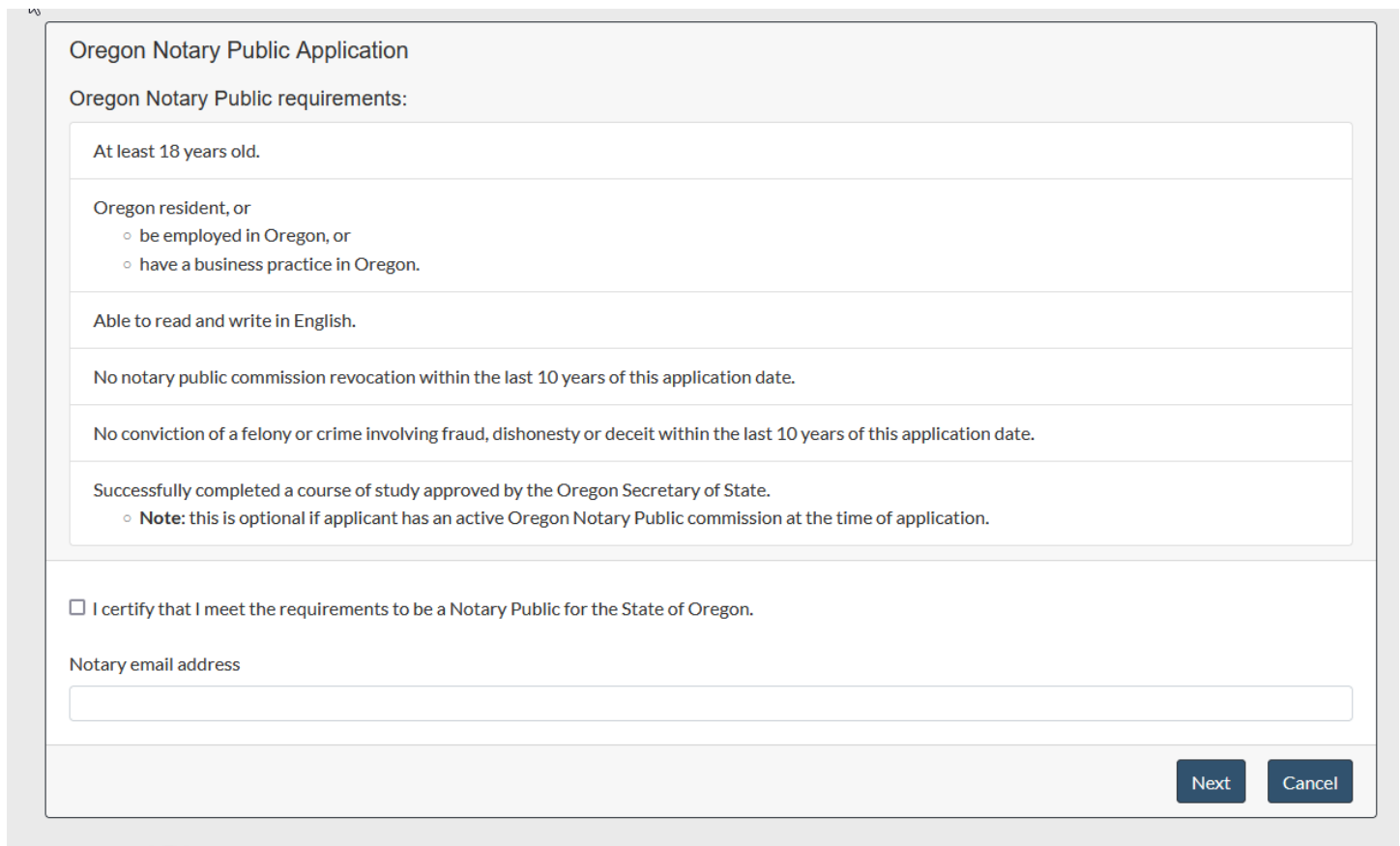
Select the appropriate provider:

'Secretary of State tutorial' (for self-paced online training or in-person training)

'Secretary of State webinar' (for instructor-led webinar)

Enter your education number (for state employees, use your OR number).

You will be taken to a screen where you can verify that you meet the requirements to become a notary in the state of Oregon. When you have completed this form, you will be taken to the online application.



The screenshot shows a web form titled "Oregon Notary Public Application". Under the heading "Oregon Notary Public requirements:", there are seven horizontal sections, each containing a requirement. The requirements are: "At least 18 years old.", "Oregon resident, or" followed by two bullet points: "be employed in Oregon, or" and "have a business practice in Oregon.", "Able to read and write in English.", "No notary public commission revocation within the last 10 years of this application date.", "No conviction of a felony or crime involving fraud, dishonesty or deceit within the last 10 years of this application date.", and "Successfully completed a course of study approved by the Oregon Secretary of State." followed by a bullet point: "Note: this is optional if applicant has an active Oregon Notary Public commission at the time of application." Below the requirements is a checkbox labeled "I certify that I meet the requirements to be a Notary Public for the State of Oregon." which is currently unchecked. Underneath the checkbox is a text input field labeled "Notary email address". At the bottom right of the form are two buttons: "Next" and "Cancel".

Complete the application. You will be taken to the test.

When you have passed the test, you will see a screen that indicates you passed and provides your score (remember to take a screenshot of this screen in case you experience technical difficulties with submitting your results and moving on!).

What happens next is that you will receive an email from the Secretary of State's office with your oath of office attached. You will fill that out, sign it, have it notarized, and return it to the Secretary of State's office with a \$40 application fee. You can pay with a check or money order made out to the Secretary of State, or by fax and credit card using this cover sheet: <https://sos.oregon.gov/business/Documents/fax/credit-card-fax-cover-sheet.pdf>

If you fax the application and payment information, be sure to use the number for notary, and fax the materials before 4 pm, as the machine is not monitored after 5 pm.

Then you will receive an email from the Secretary of State's office with two certificates attached: one is your official commission certificate, and the other is your authorization certificate. They will provide you with your commission number and your commission expiration date.

Then you can order your stamp and journal. You will need to provide the vendor with your commission number and the expiration date, so that these can be put on your stamp.

There are tons of vendors out there from whom you can order the stamp and journal—just Google. If this makes you nervous, you can purchase them from one of the national notary organizations:

National Notary Association: <https://www.nationalnotary.org/oregon/supplies>

American Society of Notaries: <https://www.asnnotary.org/?form=supplies>

When your stamp and journal arrive, you are ready to begin notarizing.

Congratulations!