

## Instructions for registering for in-person training

### HELP



If you experience technical difficulties, contact the Notary Team at [NotarySeminar.SOS@sos.oregon.gov](mailto:NotarySeminar.SOS@sos.oregon.gov). DO NOT contact Workday technical support.

### Training Link

<https://workdaylearning.dasapp.oregon.gov/>

### Important Tips

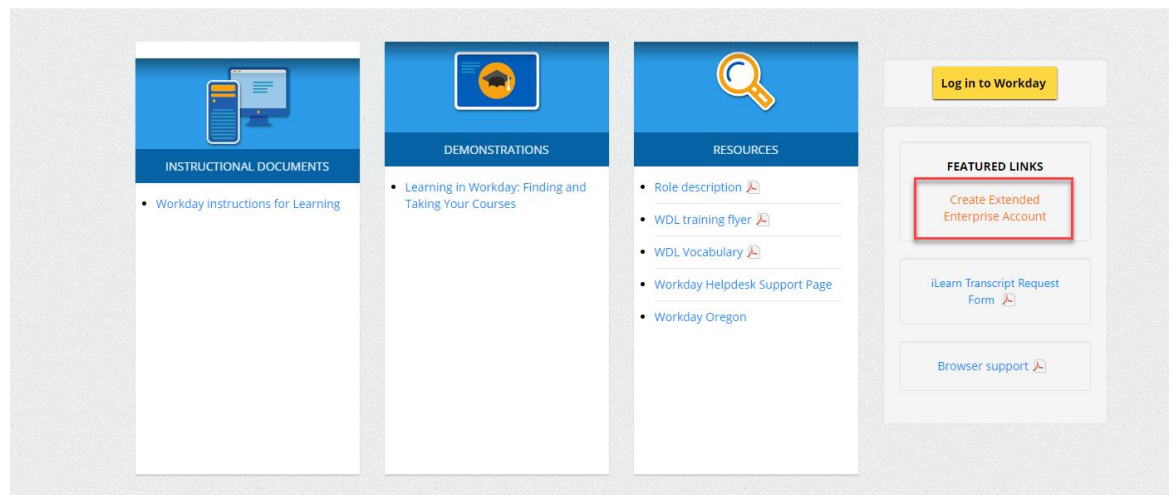
- Plan to arrive a few minutes early to allow time to sign in.
- **If you arrive more than 10 minutes late you will have missed too much content, so you will not receive credit for the training.** If you will be more than 10 minutes late, please contact the Notary Seminar team to reschedule.
- Be sure to print out the practice sheets before the training (link provided below).

### Create Account

Department of Administrative Services > [Employee resources and state workforce](#) > Workday Learning

#### Workday Learning

Oregon state government's source for guidance and services related to human resources and the state workforce.



The screenshot shows the Workday Learning website interface. At the top right, there is a yellow button labeled "Log in to Workday". Below this, there is a "FEATURED LINKS" section with three links: "Create Extended Enterprise Account" (highlighted with a red box), "iLearn Transcript Request Form", and "Browser support". The main content area is divided into three columns: "INSTRUCTIONAL DOCUMENTS" with a link to "Workday Instructions for Learning"; "DEMONSTRATIONS" with a link to "Learning in Workday: Finding and Taking Your Courses"; and "RESOURCES" with links to "Role description", "WDL training flyer", "WDL Vocabulary", "Workday Helpdesk Support Page", and "Workday Oregon".

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Select State of Oregon in the affiliation field.

## Register

Create a Workday Learning account or [Log In](#) to Workday

First Name\*  
Middle Name / Initial  
Last Name\*  
Email Address\*  
Confirm Email Address\*  
Phone Number\*  
State of Oregon

When creating your account, select the affiliation for the agency that is **providing** the training you need to take. Here you can find step-by-step [instructions](#) for creating your account, start at step 2. If you do not see the agency listed or you are unsure which agency is providing the training, select State of Oregon.

**Please notice** that if you already have [Workday Oregon](#) account then you do not need to register here.

\* Required  
[Register](#)

You will receive three emails.

1. Email validation
2. Your Username
3. Your temporary password

Log into your account using your username and temporary password. You will need to identify challenge questions.

## Password Challenge Questions

You can change your challenge questions and answers by choosing a new question and providing an answer that you will remember.

Select the First Security Challenge Question \* select one  
New Answer \*  
Select the Second Security Challenge Question \* select one  
New Answer \*  
Select the Third Security Challenge Question \* select one  
New Answer \*  
Select the Fourth Security Challenge Question \* select one  
New Answer \*

[OK](#) [Cancel](#)

Select Learning

## Welcome

It's Monday, July 11, 2022

### Timely Suggestions

Here's where you'll get updates on your active items.



© 2022 Workday, Inc. All rights reserved. State of Oregon Proprietary and Confidential. For authorized use only.  
System Status: Your Implementation tenant will be unavailable for a maximum of 12 hours during the next Weekly Service Update, starting on Friday, July 15, 2022 at 6:00 PM Pacific Time (Los Angeles) (GMT-7) until Saturday, July 16, 2022 at 6:00 AM Pacific Time (Los Angeles) (GMT-7).

### Your Top Apps

- Helpful Links
- Learning
- Favorites

# Instructions for registering for in-person training

Search for Training

## What will you learn today?



### Browse Learning

Find the training you need to take.

[Browse Learning Content](#) →

Search Notary Basics in the search field.

notary

Search

Select the Notary Basics In-Person Training

Course

#### SOS - CORP - Notary Basics - In-Person Training

This course is a comprehensive and thorough examination of notary basics: purpose, responsibilities and liabilities of a notary; how to notarize; notary certificates and the notary journal. The course will provide sufficient training for taking the notary qualifying exam and completing the application for a notary commission. ...

3 hours • 0 enrolled

Select "Select Offering" and check the offering you wish to take. Click on "OK."

#### Select Offering

Offerings 1 item

Order	Select Offering	Start Date	End Date	Location	Instructor	Seats Available	Waitlist Available	Status	Language
1	<input type="checkbox"/>	Wed, Feb 15, 2023, 9:00 AM Pacific Time (Los Angeles)	Wed, Feb 15, 2023, 12:00 PM Pacific Time (Los Angeles)	Beaverton   OED   WorkSource Hillaboro	Monique Bourque	50 out of 50	No	Open	English (United States)

OK

Cancel

# Instructions for registering for in-person training

On the Review screen, select "Submit."

The screenshot shows a 'Review' page for a training course. At the top, there is a blue header with the word 'Review'. Below it, the course title 'SOS - CORP - Notary Basics - In-Person Training' is displayed. The date and time are listed as 'Wed, Feb 15, 2023, 9:00 AM Pacific Time (Los Angeles) - 12:00 PM Pacific Time (Los Angeles)'. The location is 'Beaverton | OED | WorkSource Hillsboro'. A paragraph of text describes the course as a comprehensive examination of notary basics. Below this, there is a section for 'Lessons' with one item listed in a table. At the bottom of the review screen, there is a text input field with a placeholder 'enter your comment' and two buttons: 'Submit' and 'Cancel'.

Lesson	Type	Date	Instructor	Location	Address
Notary Basics	In Person Classroom (Instructor Led)	Wed, Feb 15, 9:00 AM - 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	Worksource Beaverton/Hillsboro	Portland Community College, Willow Creek Campus 241 SW Edgeway Drive Beaverton, OR 97006

Click "Done."

The screenshot shows a confirmation screen with a blue header that says 'You have submitted' followed by 'Enroll in Content: SOS - CORP - Notary Basics - In-Person Training'. Below the header is a green checkmark icon and the text 'Process Successfully Completed'. There is a link to 'Details and Process'. At the bottom of the screen, there is a blue button labeled 'Done'.

Before the training, print the practice certificates for in-person training. You will need them to complete the training

<https://sos.oregon.gov/business/Pages/resources-aids-notarization.aspx>