

Instructions for registering for instructor-led webinar notary training

HELP



If you experience technical difficulties, contact the Notary Team at NotarySeminar.SOS@sos.oregon.gov. DO NOT contact Workday technical support.

Training Link

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

Important Tips

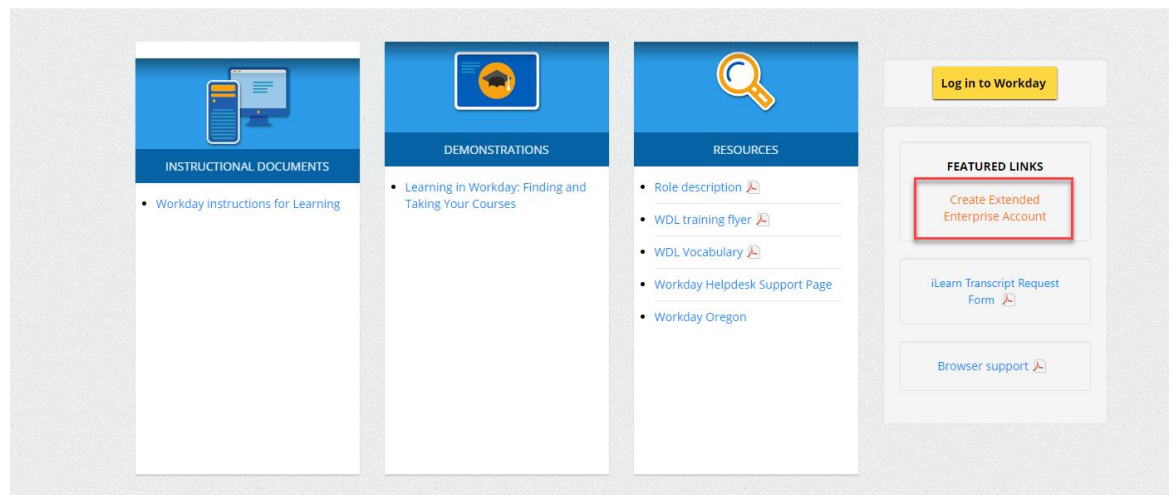
- Plan to arrive a few minutes early to allow time to sign in.
- **If you arrive more than 10 minutes late you will have missed too much content, so you will not receive credit for the training.** If you will be more than 10 minutes late, please contact the Notary Seminar team to reschedule.
- Be sure 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 portal. At the top right, there is a yellow button labeled "Log in to Workday". Below this, a "FEATURED LINKS" section contains three buttons: "Create Extended Enterprise Account" (highlighted with a red border), "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 instructor-led webinar notary 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 Instructor-led Webinar

In Progress

SOS - CORP - Notary Basics - Instructor-led Webinar

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 • 512 enrolled

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

Select Offering

Offerings 4 items

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status	Language
1	<input type="checkbox"/>	Tue, Feb 7, 2023, 9:00 AM Pacific Time (Los Angeles)	Tue, Feb 7, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	41 out of 60	No	Open	English (United States)
2	<input type="checkbox"/>	Wed, Mar 8, 2023, 9:00 AM Pacific Time (Los Angeles)	Wed, Mar 8, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	56 out of 60	No	Open	English (United States)
3	<input type="checkbox"/>	Wed, Mar 29, 2023, 9:00 AM Pacific Time (Los Angeles)	Wed, Mar 29, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	60 out of 60	No	Open	English (United States)
4	<input type="checkbox"/>	Wed, Apr 26, 2023, 9:00 AM Pacific Time (Los Angeles)	Wed, Apr 26, 2023, 12:00 PM Pacific Time (Los Angeles)	Monique Bourque	59 out of 60	No	Open	English (United States)

OK

Cancel

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On the Review screen, select "Submit."

Review

SOS - CORP - Notary Basics - Instructor-led Webinar

Tue, Feb 7, 2023, 9:00 AM Pacific Time (Los Angeles) - 12:00 PM Pacific Time (Los Angeles)

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. **Please download the practice sheets for the training before the webinar begins.**

Lessons 2 items

Lesson	Type	Date	Instructor
SOS CORP Notary Basics Instructor-led Webinar	Virtual Classroom (Instructor Led)	Tue, Feb 7, 9:00 AM - 12:00 PM Pacific Time (Los Angeles)	Monique Bourque
Notary Practice Sheets-Download Before Webinar	Media	(not applicable)	(not applicable)

 enter your comment

Submit

Cancel

Click "Done."

You have submitted Enroll in Content: SOS - CORP - Notary Basics - Instructor-led Webinar



Process Successfully Completed

> Details and Process

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>