

Step 1

- **Visit**

<https://cfo.asu.edu/ehs-training>

- **Read section “Student access” on web page to create a **Workday Extended Enterprise Learner account****

Student access:

To access training in Workday Learning as a student, you must create a **Workday Extended Enterprise Learner** account. Before requesting access, please read the following.

1. **Use your ASURITE email address:** When you create your Workday account, please use your ASURITE email address.
2. **Record your password:** When creating your Workday account, please write down your new password. It is very difficult to reset passwords. If you forget your password, please [email Workday Learning](#) to request a password reset.
3. **Workday user name and passwords:** Your user name and passwords will be the ones you create upon registration to Workday Learning. Do not attempt to log in using SSO.
4. After you create your Extended Enterprise Learner account, [access Workday](#) using the username and password you made for Workday. **As a student, you cannot access the hyperlinks on the course titles below.**

For guidance on creating a Workday Extended Enterprise Learner account, please [complete the Workday Learning: Quick Start for Students training](#).

View our featured courses by navigating to Workday, selecting Menu in the top left corner, clicking the **Learning app**, and then selecting **Discover**.

Step 2

- **Complete the Quick Start for Student training**

Student access:

To access training in Workday Learning as a student, you must create a **Workday Extended Enterprise Learner** account. Before requesting access, please read the following.

1. **Use your ASURITE email address:** When you create your Workday account, please use your ASURITE email address.
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Step 3

- After you completed the Quick Start for Student training, you will receive 2 emails. One email has your username and the other one has your temporary password
- **[Click on this link, not the other link](#)**
- Put in your username provided in this email and the temporary password from the other email. Then, setup your password.

Hi,

Welcome to Workday! This is the first of two emails that you will receive to gain access to Workday. Below is a link to the Workday tenant and your username. In the second email, you will receive your temporary password and instructions for signing into Workday.

If you are an Extended Enterprise Learner, please use this link:

<https://www.myworkday.com/wday/authgwy/asu/login.html?redirect=n>

(Note: If you are an active ASU student, please do not use the link below)

An account has been created in the Workday system for you. Your password has been sent in a separate email.

URL: <https://www.myworkday.com/asu>

Username: 

Thank you.

Step 4

Find required trainings through Workday

- EHS Annual Fire Safety and Prevention Training
- EHS Initial Laboratory Safety Information and Training
- EHS Field Research Safety



The screenshot shows the Workday user interface for a user named Yi Ren. At the top, there is a navigation menu with the ASU logo and a search bar. Below the search bar is a banner image featuring several photos of ASU campus buildings and people. The main content area is divided into several sections:

- Good Morning, Yi Ren**: A personalized greeting.
- It's Thursday, February 27, 2025**: The current date and time.
- Awaiting Your Action**: A card indicating that the user is caught up on their tasks.
- Timely Suggestions**: A card providing updates on active items.
- Recommended for You**: A card with an illustration of a person working at a computer.
- Announcements**: A section titled "HCM FAQs" with the ASU logo and a description: "Answers to your frequently asked questions about HC...".
- Quick Tasks**: A list of three buttons: "Time Off Balance", "Request Absence", and "Create Request".

Trouble shooting

- **If you can't find these trainings through Workday, go back to page 3 of this document and double check if you clicked onto the right link.**
- ***Workday Support team : (480) 965-2334***

Proof of completion

- Once you have completed a training, take a screenshot like this. You can click the icon on the top right to show your name.
- Please email proof of completion of all three trainings to yren45@asu.edu

The screenshot shows the ASU LMS interface. At the top, there is a navigation bar with the ASU logo, a search bar, and notification icons. The main content area displays 'Your Overall Course Results' for the 'EHS Field Research Safety' course, completed on Feb 27, 2025, with a grade of 'Pass'. Below this, there is a description of the course and a list of lessons, both of which are marked as completed. On the right side, a user profile dropdown menu is open, showing the user's name 'Yi Ren' and a 'View Profile' button. The dropdown menu also includes links for Home, My Account, Sitemap, Favorites, Drive, My Reports, and Documentation, along with a 'Sign Out' button. The course details section on the right indicates that the course is completed, with a duration of 40 minutes and 2 lessons. The delivery mode is 'Self-Directed'. The contact person is listed as 'Ray Sappington'.

ASU MENU Search

Your Overall Course Results
Course completed on: Feb 27, 2025

GRADE
Pass

EHS Field Research Safety

The Field Research Safety Training course is designed to equip researchers, students, and field staff with the essential skills and knowledge needed to conduct fieldwork safely and effectively. This interactive course covers a broad range of topics, including risk assessment, hazard identification, emergency preparedness, and best practices in personal safety. Participants will learn how to develop and implement field safety plans, safety protocols and understand how to manage potential risks associated...

[Show All](#)

[Lessons in This Course](#) Additional Course Details

Lessons in This Course Completed **2/2**

- ✓ [EHS Field Research Safety](#) → Media
- ✓ [Field Research Safety Training Quiz](#) → Media

Yi Ren
[View Profile](#)

- Home
- My Account
- Sitemap
- Favorites
- Drive
- My Reports
- Documentation

[Sign Out](#)

View Course Again

COMPLETED

Duration **40 minutes** Lessons **2**

Delivery Mode **Self-Directed**

CONTACTS

[Ray Sappington](#)
Contact Person

[Show All \(2\)](#)

[Save](#)

