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.

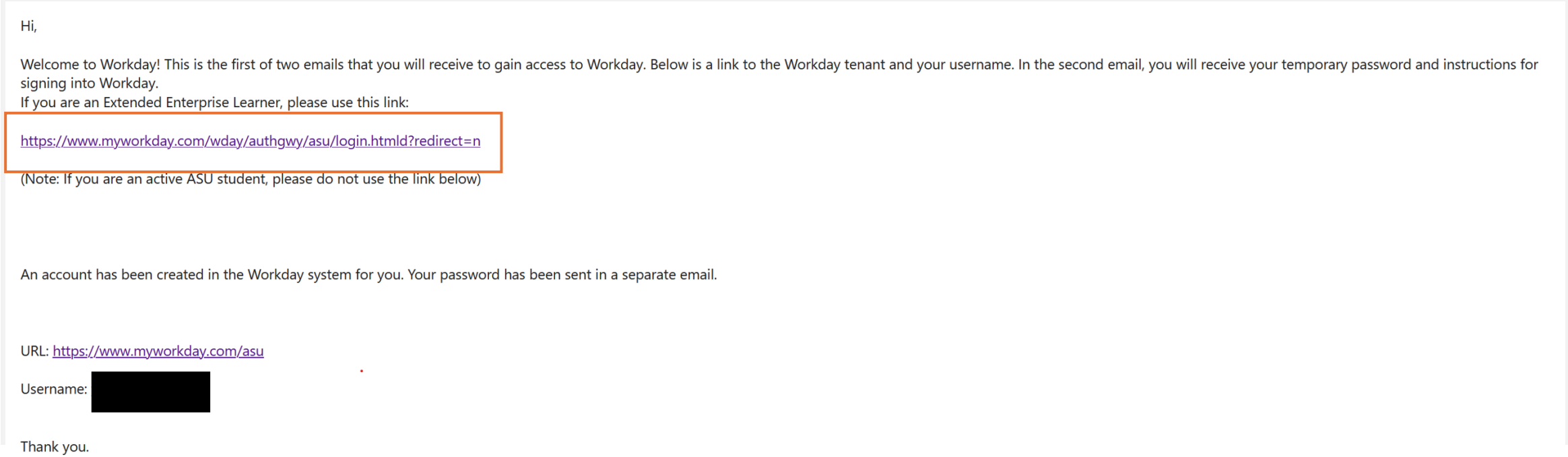
1. **Use your ASURITE email address**: When you create your Workday account, please use your ASURITE email address.
2. **Record your password**: When creating your Workday account, please write down your new password. It is very difficult to reset passwords. If you forget your password, please email 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 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.htmld?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

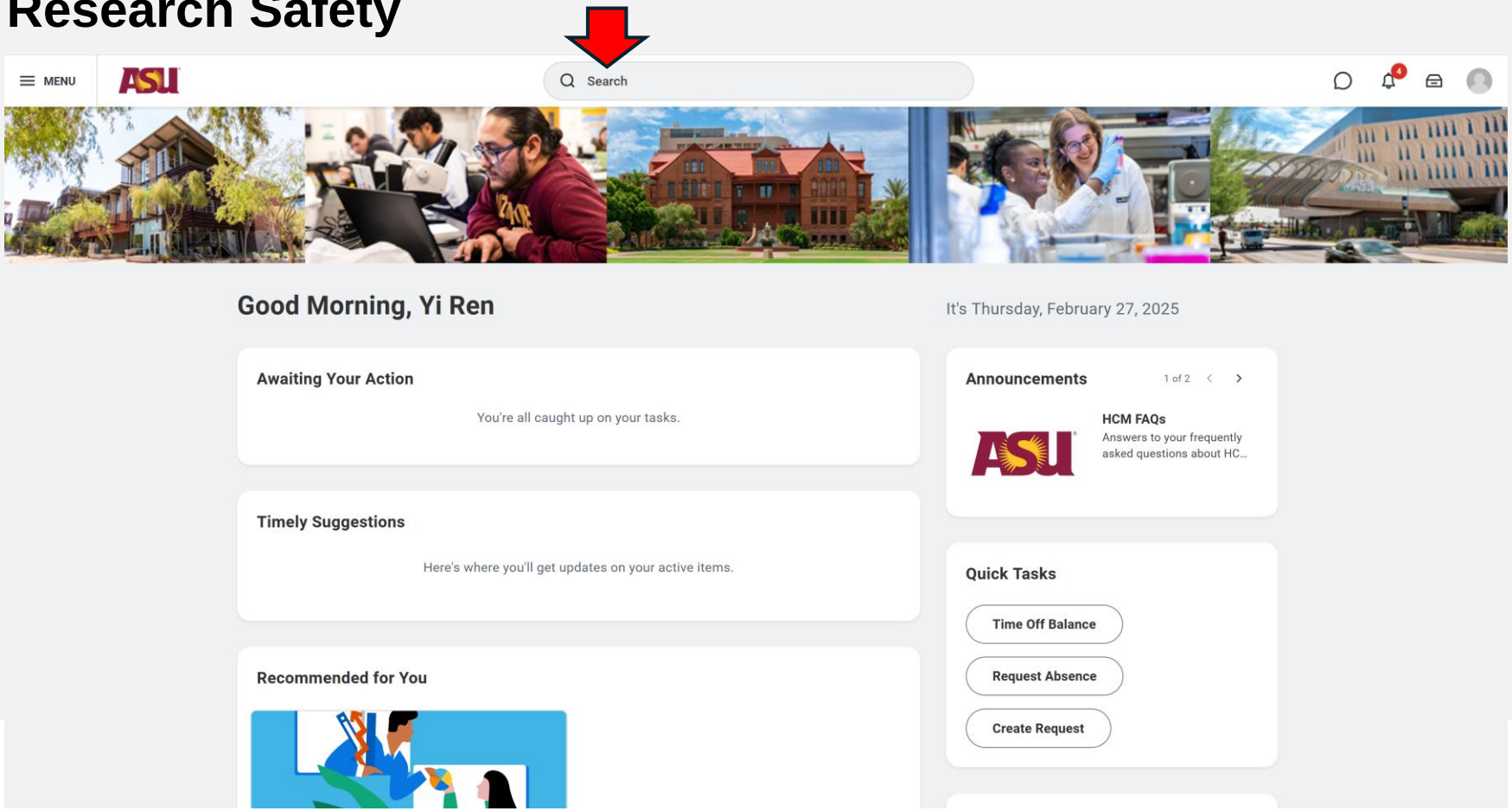
Username: [redacted]

Thank you.

Step 4

Find required trainings through Workday

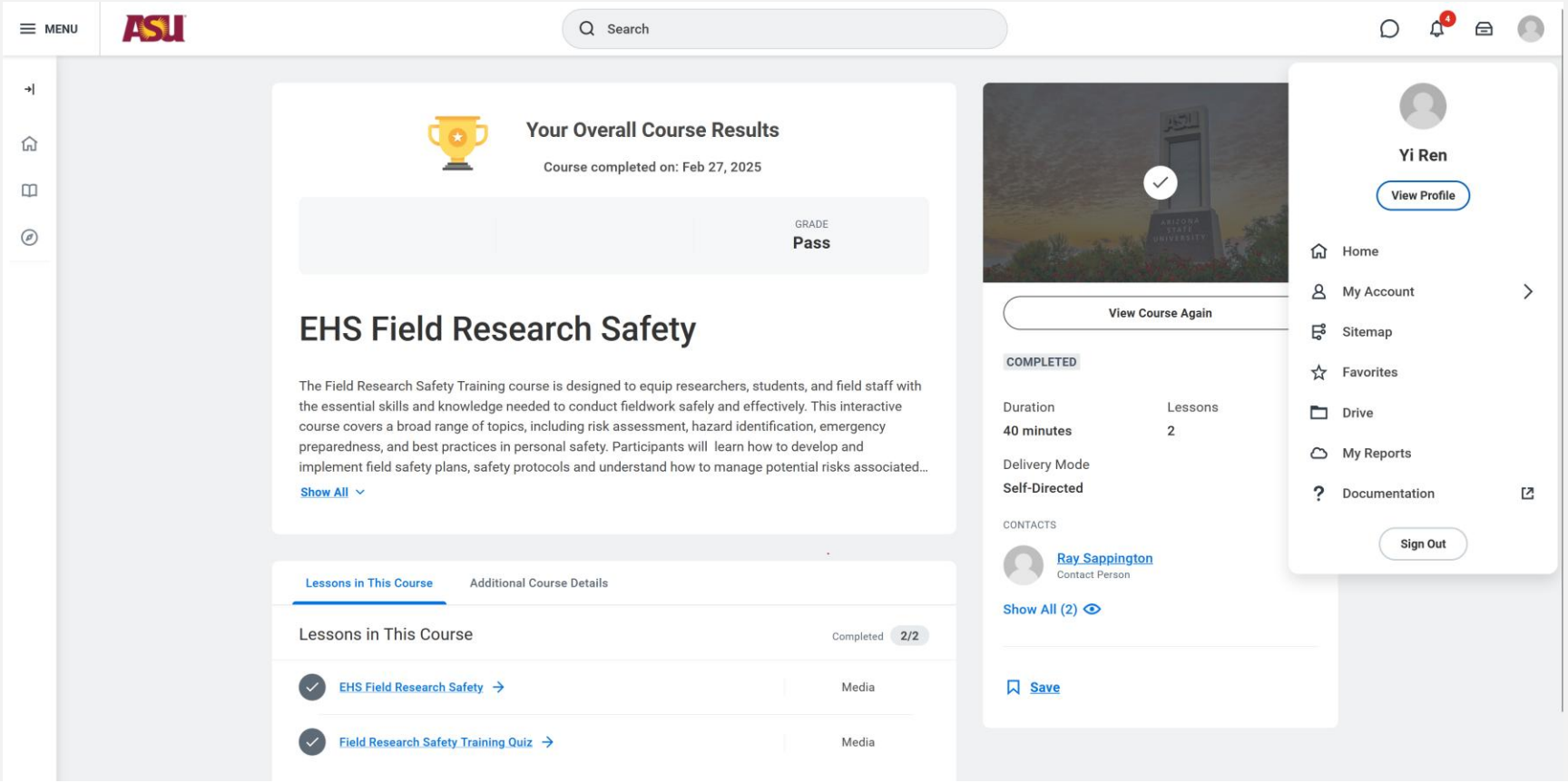
- **EHS Annual Fire Safety and Prevention Training**
- **EHS Initial Laboratory Safety Information and Training**
- **EHS Field Research Safety**



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**