

# How to Create a Workday Learning Account



*Smart Guide*

*External Learner*

## Overview

This guide explains how a partner, provider, and user who is not a State of Iowa employee is able to create an account through the State of Iowa's learning management system, Workday Learning.

Notes:

- If you are currently a State of Iowa employee who is also a Mandatory Reporter, please sign into Workday using Okta.
- If you have not logged into your Workday Learning account in 30 or more days, please review [How to Sign into Your Workday Account](#).
- For any additional questions, please visit the [External Learning website](#).

## Audience

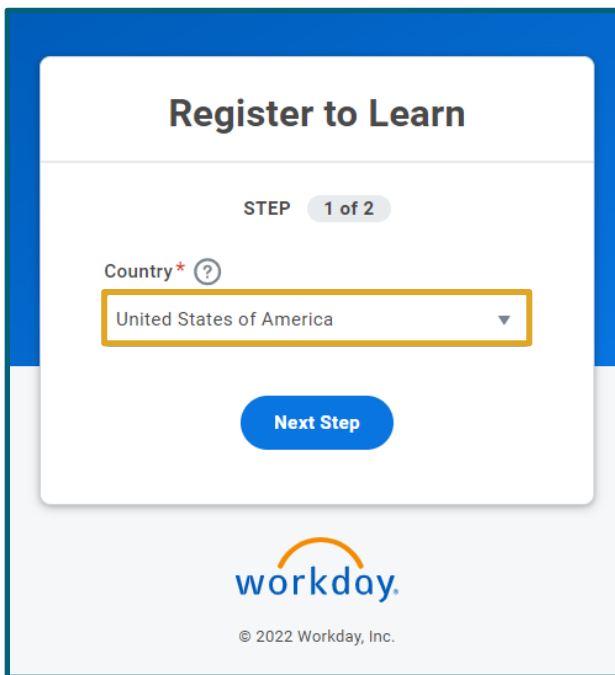
External Learners

## How to Create a New Workday Learning Account

1. Open the **Workday Self-Registration URL** provided by the organization you are taking a course with.

**Note:** If you do not have this URL, please visit the [External Learning Website](#).

2. Under **Register to Learn**, select **United States of America**.



**Register to Learn**

STEP 1 of 2

Country\* ?

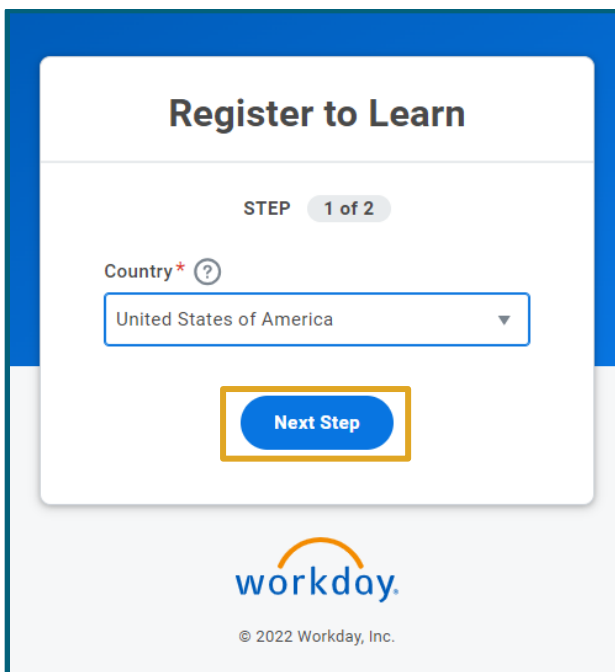
United States of America ▼

Next Step

workday.

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3. Select **Next Step**.



**Register to Learn**

STEP 1 of 2

Country\* ?

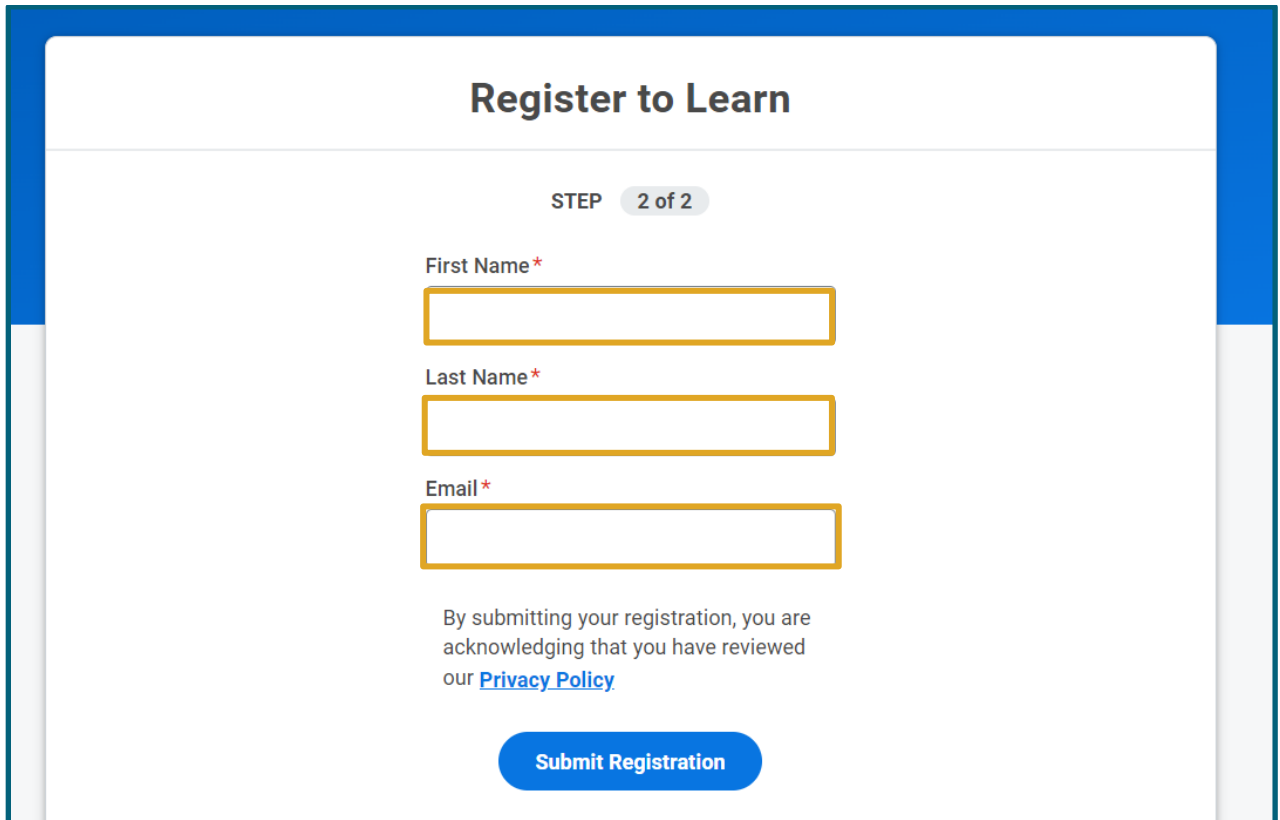
United States of America ▼

Next Step

workday.

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4. Enter your **First Name, Last Name,** and **Email address** to be associated with this account.



**Register to Learn**

STEP 2 of 2

First Name\*

Last Name\*

Email\*

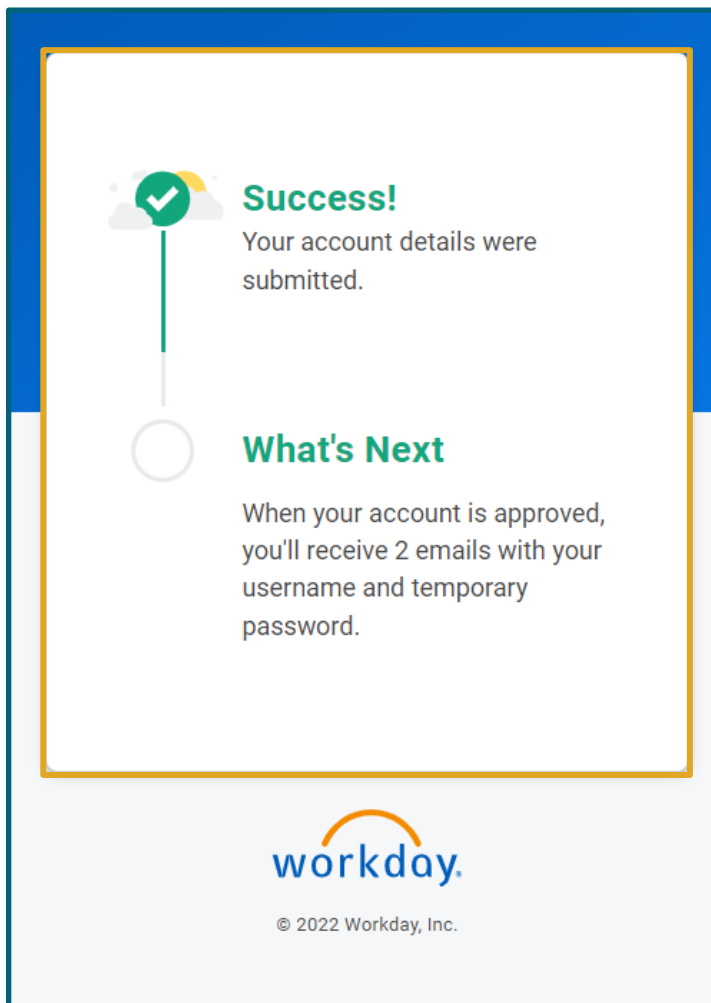
By submitting your registration, you are acknowledging that you have reviewed our [Privacy Policy](#)

**Submit Registration**

**Note:** In the future, you will **need to access this account to reset your password**. **TIP:** Use a personal email address.

5. Select **Submit Registration** to complete your request for a new account.

6. A **Success page** will display, indicating you successfully completed the account request and that it has been sent for approval.

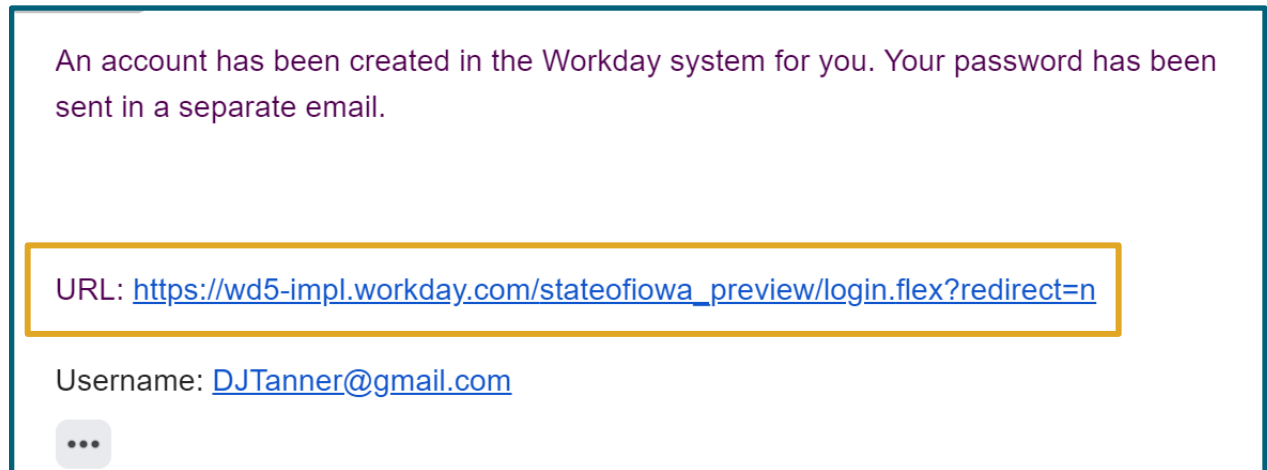


7. You will receive two email messages from **Stateoflowa-Workday**:
  - a. **Email 1:**
    - i. **Subject: Your Workday account**
    - ii. Contains the **URL and your username** to log into your Workday account.
  - b. **Email 2:**
    - i. **Subject: Additional information about your Workday account**
    - ii. Contains your **temporary password**. The system will prompt you to create a new password after you log in.

### Create Your Credentials

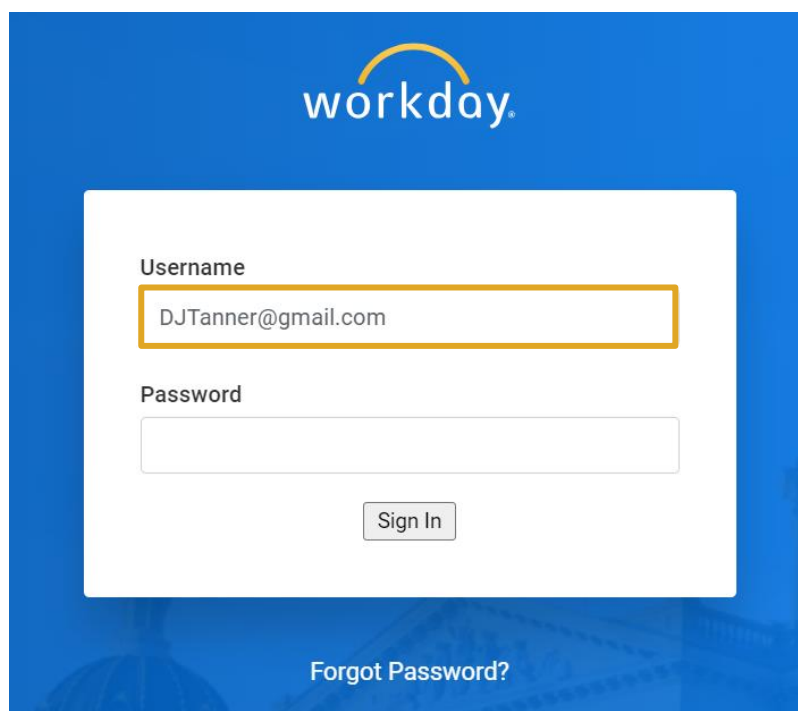
1. From **Email 1**, select the **provided URL**.

**Note:** This is the login URL for the Workday Learning site you will use after you have completed your registration. **TIP:** Add the [Workday Learning Login URL](#) to your bookmarks.



**Note:** Your username will also be located in this email message.

2. Enter your **username**.



4. From **Email 2**, copy your **temporary password**.

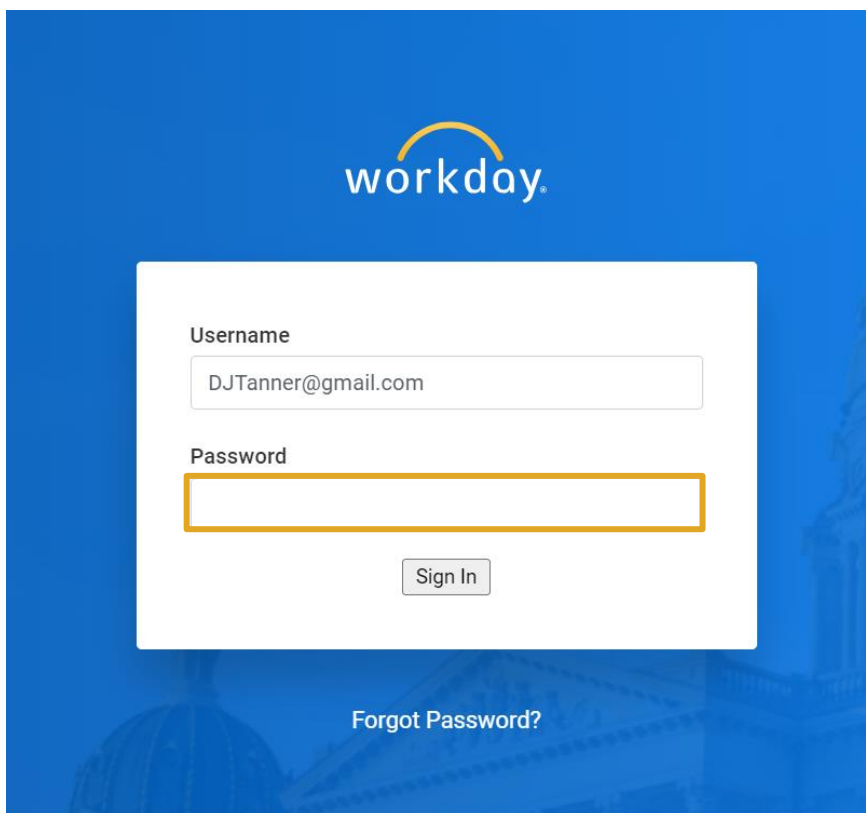
Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL: [https://wd5-impl.workday.com/stateofiowa\\_preview/login.flex?redirect=n](https://wd5-impl.workday.com/stateofiowa_preview/login.flex?redirect=n)

Temporary Password: |s1csyEZ

...

5. Paste your **temporary password**.



workday

Username  
DJTanner@gmail.com

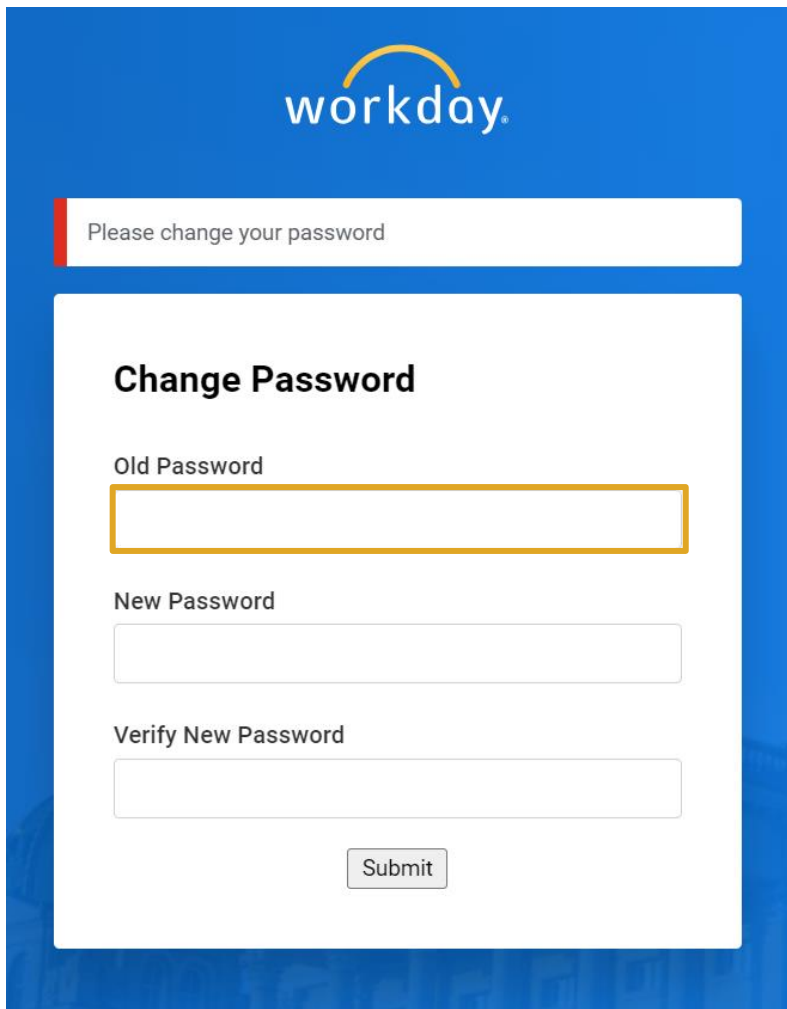
Password

Sign In

Forgot Password?

6. Select **Sign In**.

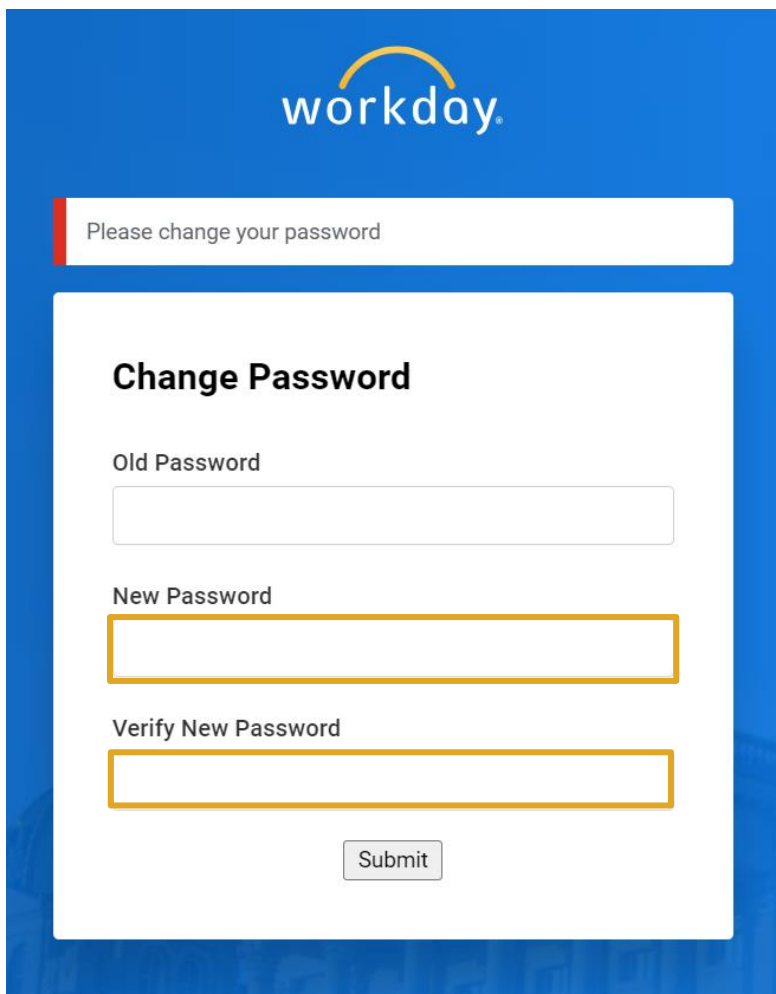
7. Enter your **Old Password**.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. The 'Old Password' field is highlighted with a yellow border. A 'Submit' button is located at the bottom of the form.

**Note:** This is the temporary password you received in Email 2.

8. Enter a **New Password** and **Verify New Password**.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. The 'New Password' and 'Verify New Password' fields are highlighted with a yellow border. A 'Submit' button is located at the bottom of the form.

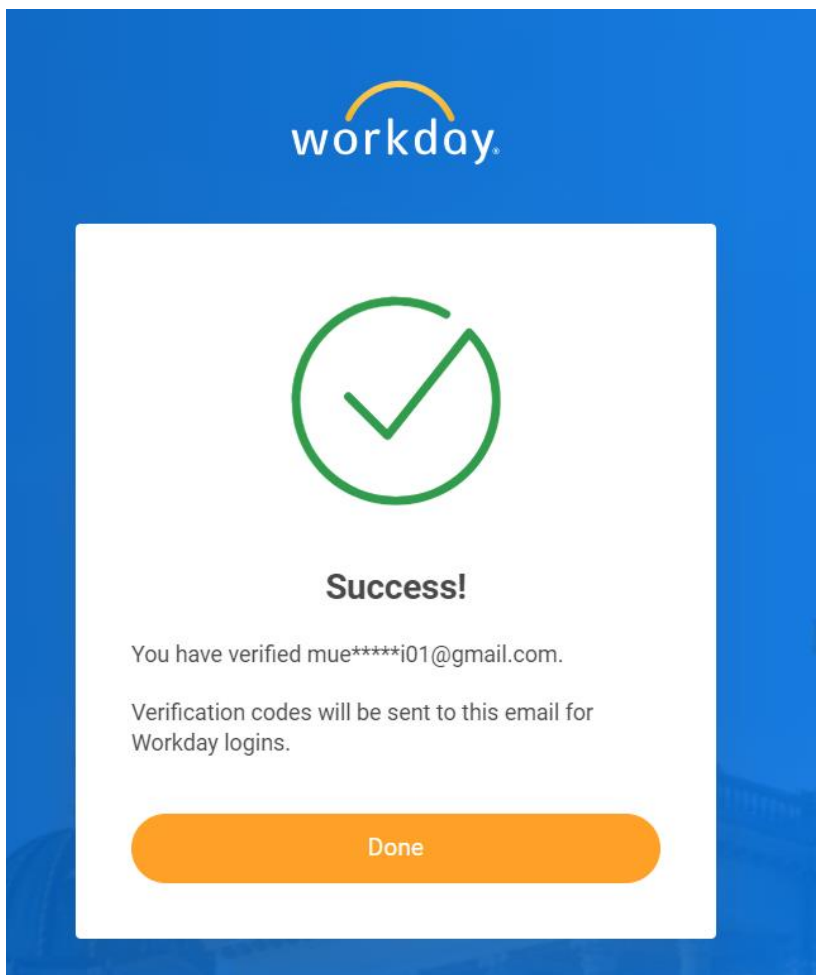
**Note:** Password Requirements must meet the following:

- a. **Minimum of 10 characters**
- b. **Alphabetic characters – including both uppercase (capitals) and lowercase**
- c. **Numeral characters – numbers 0 - 9**
- d. **Special characters ! " # \$ % & ' ( ) \* + , - / : ; = > ? @ [ \ ] & ^ ` { | } ~ .**
- e. You **cannot** use password previously used in Workday

9. Select **Submit**.



10. You will receive a popup window indicating a **Successful Verification**.



11. Select **Done**.