

How to Sign into Your Workday Account



External Learner

Smart Guide

Overview

This guide explains how a partner, provider, or user who is able to sign into their Workday account through the State of Iowa's learning management system, Workday Learning. Please use this guide if you are **not** a State of Iowa employee, **had an account in our previous LMS**, or have **not logged** into your Workday Learning account in **30 or more days**.

Notes:

- If you are new and did not have an account with the State of Iowa's previous LMS, please review [How to Create an Account](#).
- For more information, please see the [External Learning website](#).
- If you are Mandatory Report, please use [this guide](#) to sign into your Workday Learning account.

Audience

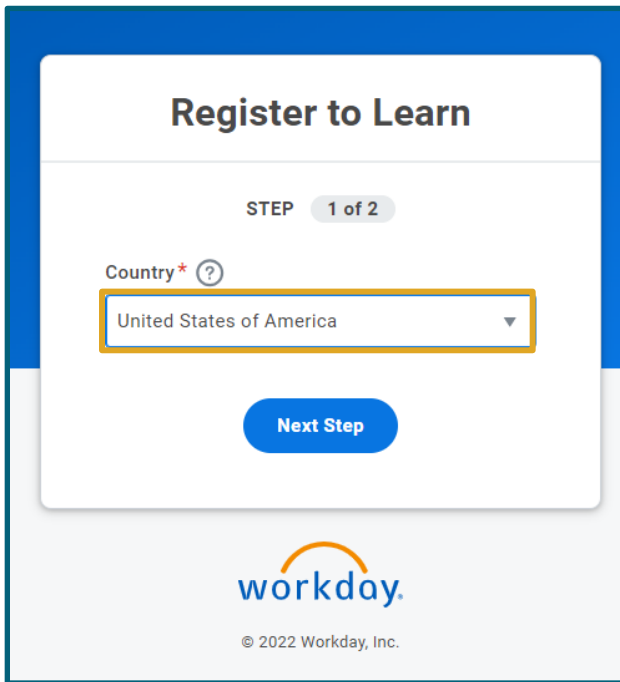
External Learners

How to Create a New Workday Learning Account

1. Open the **Workday Learning link** provided by the organization you are taking a course with.

Note: If you do not have the Registration Link, please visit the [External Learning website](#) to locate the organization's information.

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



The screenshot shows a 'Register to Learn' form. At the top, it says 'Register to Learn' and 'STEP 1 of 2'. Below that is a 'Country * (?)' dropdown menu with 'United States of America' selected. A blue 'Next Step' button is visible below the dropdown. The Workday logo and copyright notice '© 2022 Workday, Inc.' are at the bottom.

3. Select **Next Step**.

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

Register to Learn

STEP 2 of 2

First Name*

Last Name*

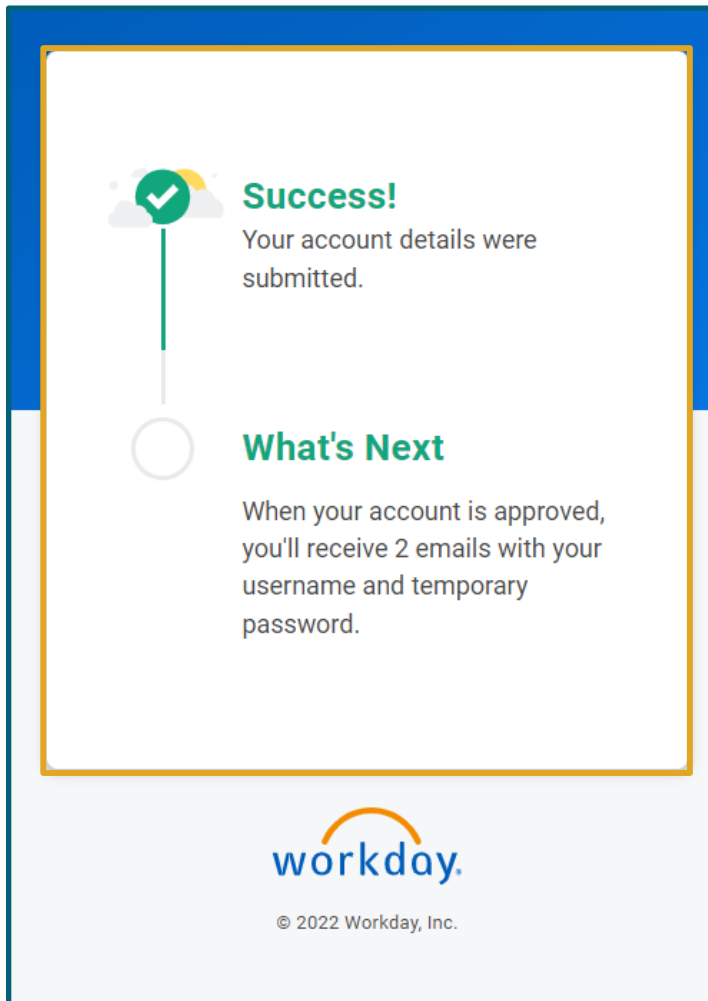
Email*

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

Submit Registration

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

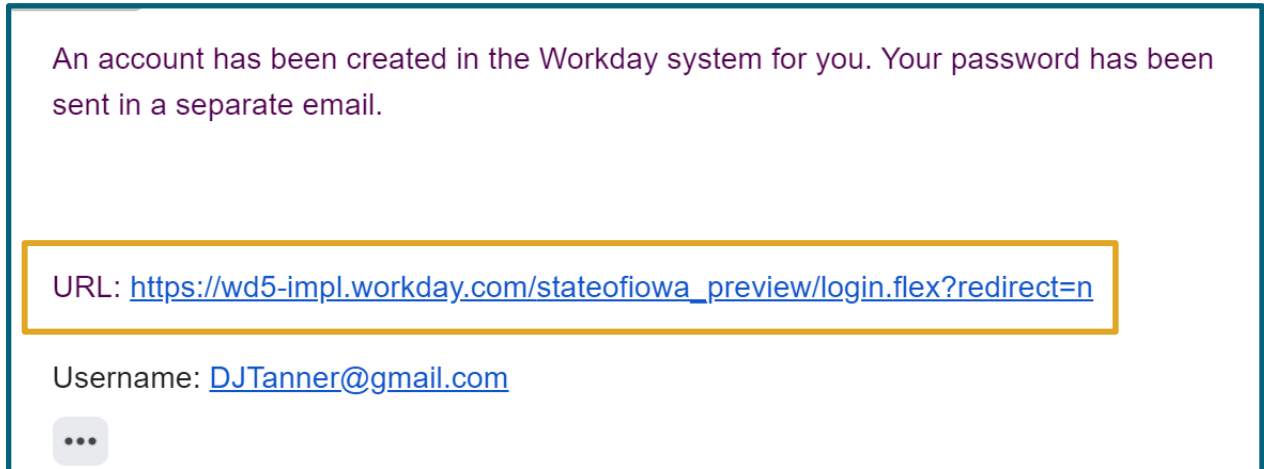
6. A **Success page** will display, indicating you successfully completed the account request and that it has been sent for approval.



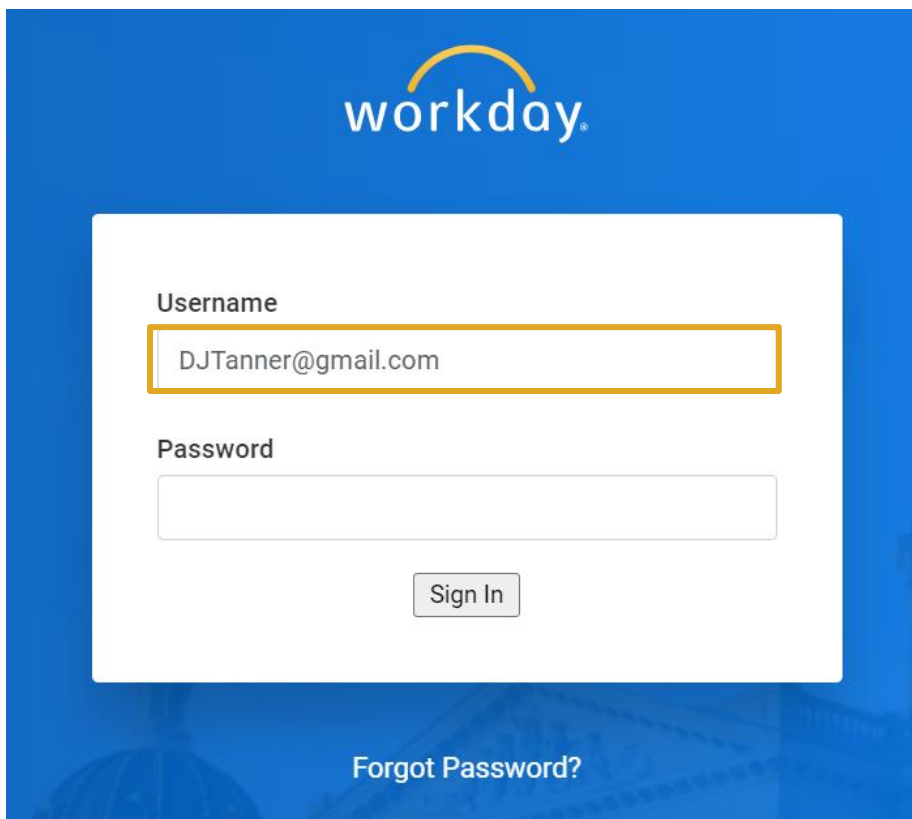
7. You will receive two email messages from **Stateoflowa-Workday**:
 - a. **Email 1**: Contains the **URL and your username** to log into your Workday account.
 - b. **Email 2**: Contains your **temporary password**. The system will prompt you to create a new password after you log in.

Create Your Credentials

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



2. **Note:** Your username will also be located in this email message.
3. Enter your **username**.



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

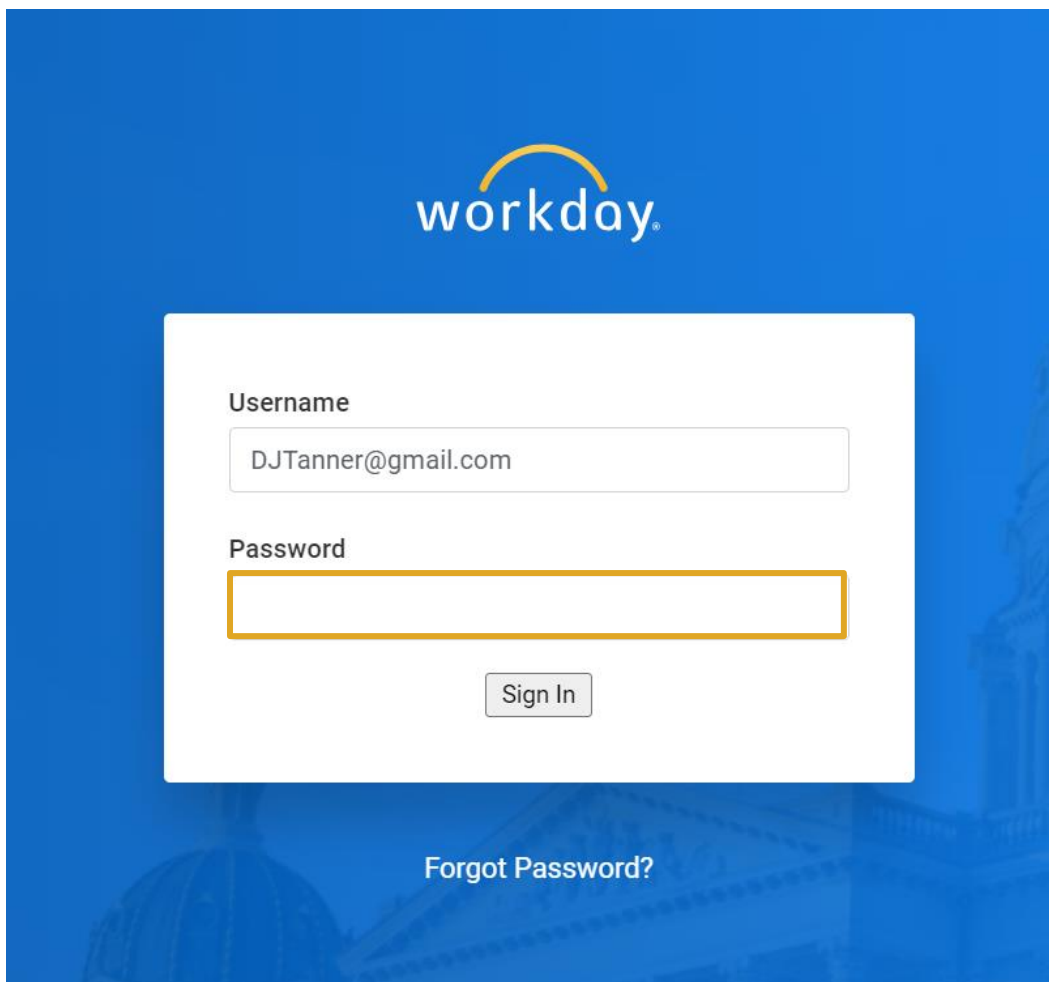
Please sign in to Workday with the following temporary password and the username you were provided separately. You will be prompted to reset your password.

URL: https://wd5-impl.workday.com/stateofiowa_preview/login.flex?redirect=n

Temporary Password: |s1csyEZ

...

5. Paste your **temporary password**.



workday

Username

DJTanner@gmail.com

Password

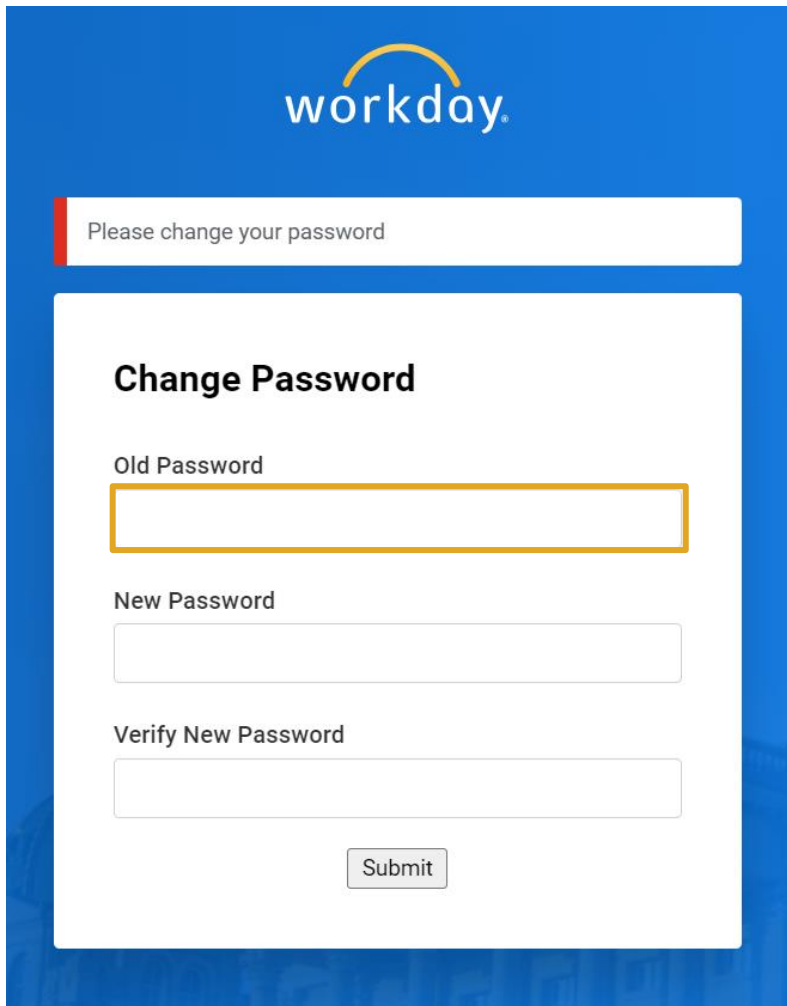
Sign In

Forgot Password?

6. Select **Sign In**.

Change Password

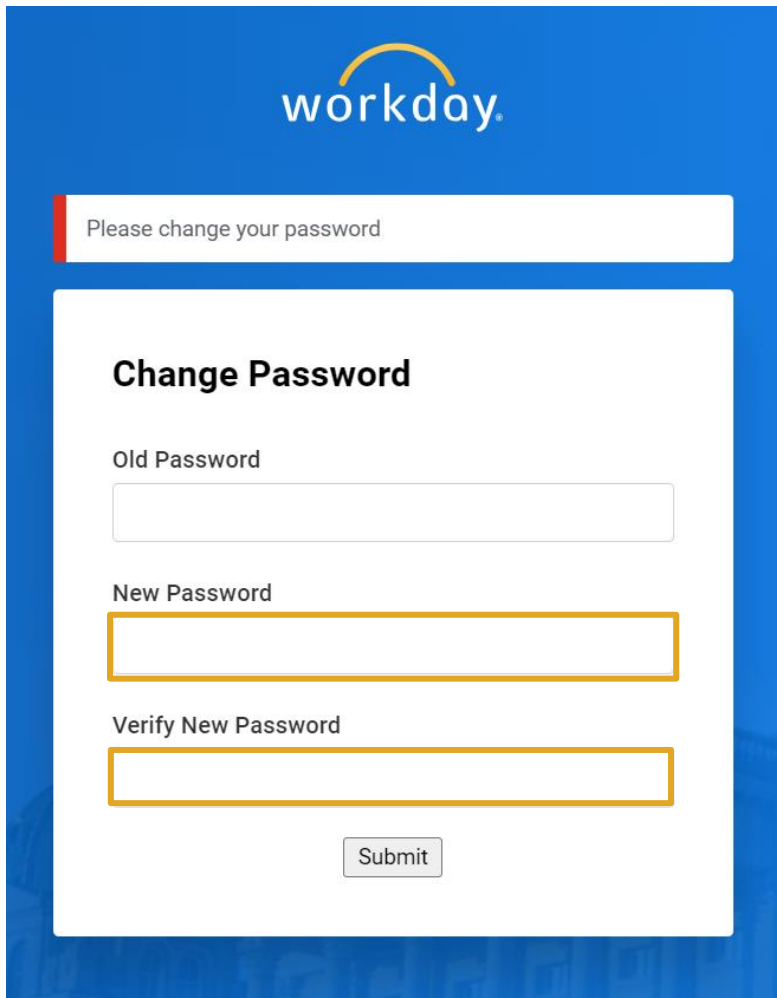
1. Enter your **Old Password**.



The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed on a blue background. Below the logo, a white box contains the text 'Please change your password'. The main form area is white and titled 'Change Password'. It contains three input fields: 'Old Password' (highlighted with a yellow border), 'New Password', and 'Verify New Password'. A 'Submit' button is located at the bottom of the form.

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

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

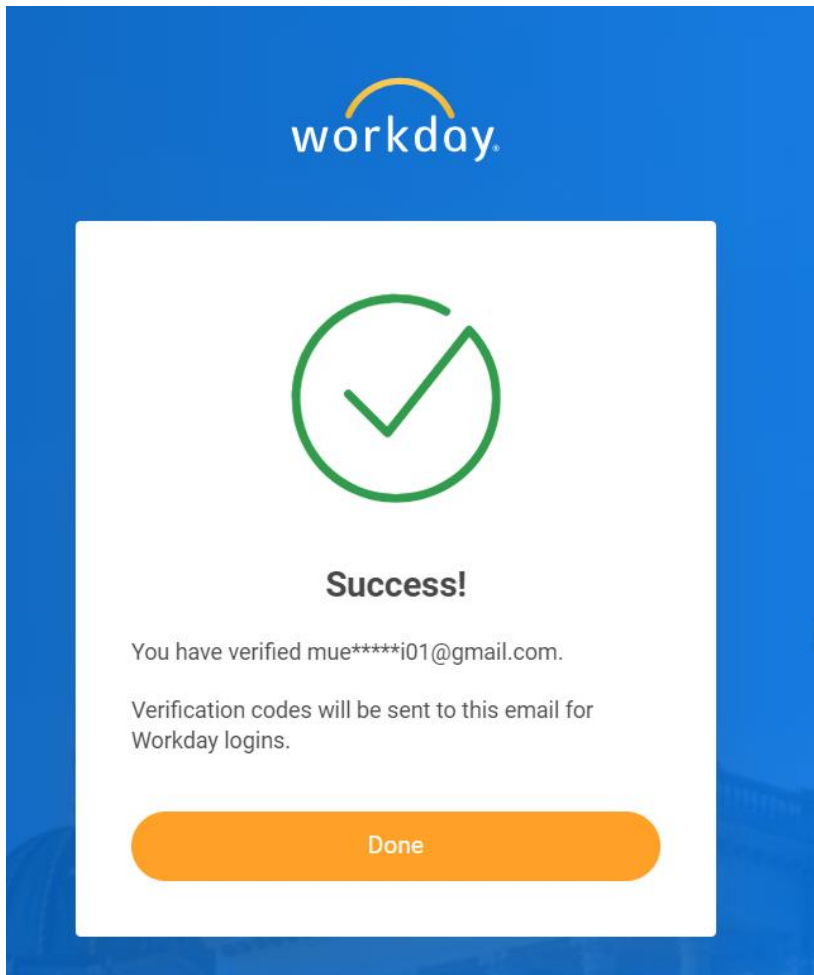


The screenshot shows the Workday 'Change Password' interface. At the top, the Workday logo is displayed. Below it, a message reads 'Please change your password'. The main form area is titled 'Change Password' and contains three input fields: 'Old Password', 'New Password', and 'Verify New Password'. 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

3. Select **Submit**.

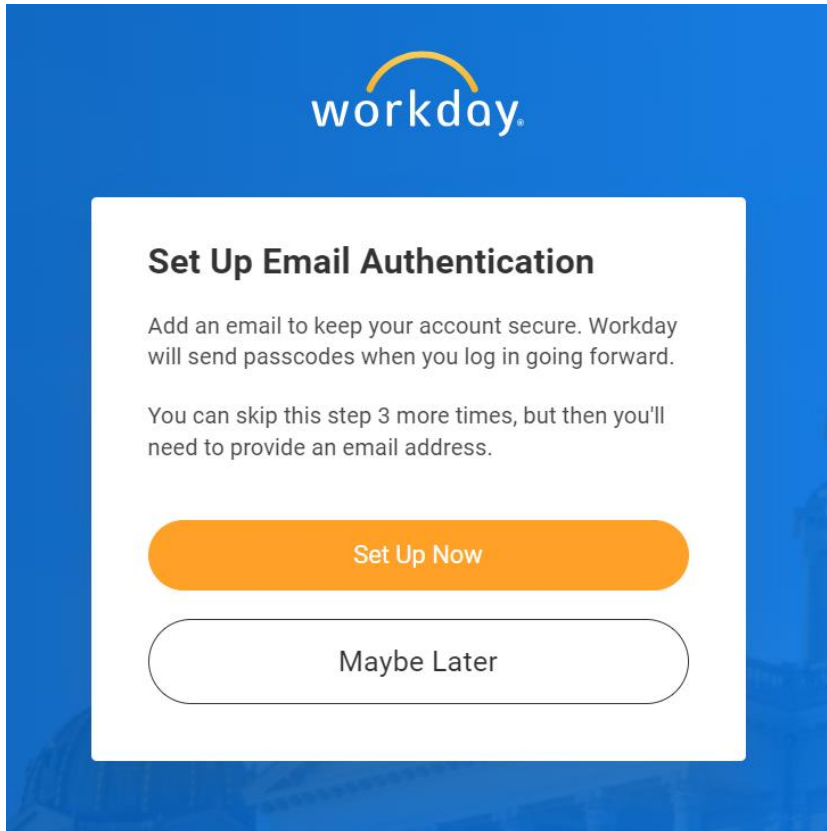
4. You will receive a popup window indicating a **Successful Verification**.



5. Select **Done**.

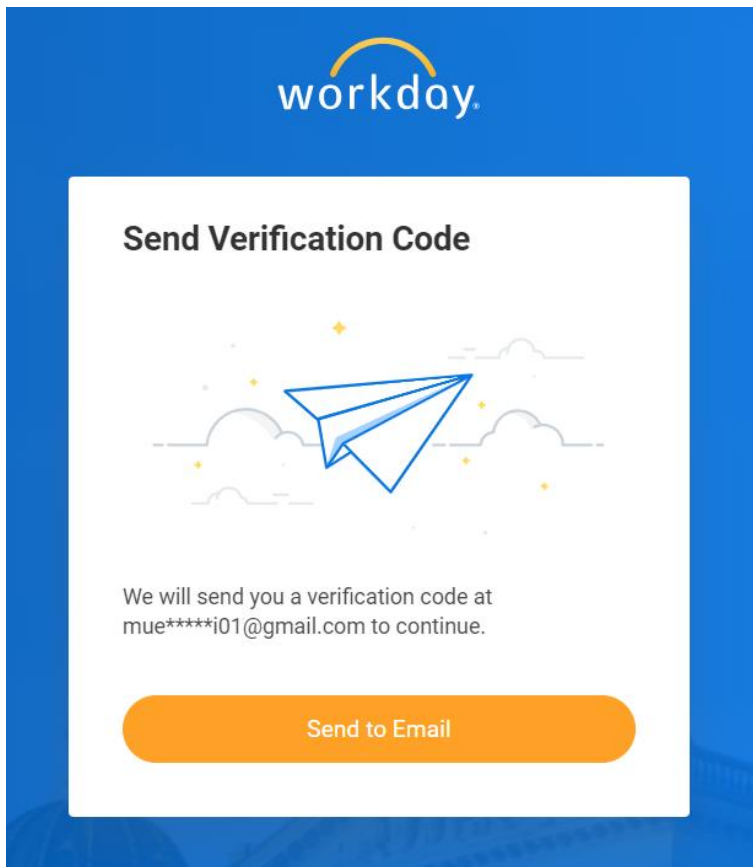
Authentication

1. Select **Set Up Now**.



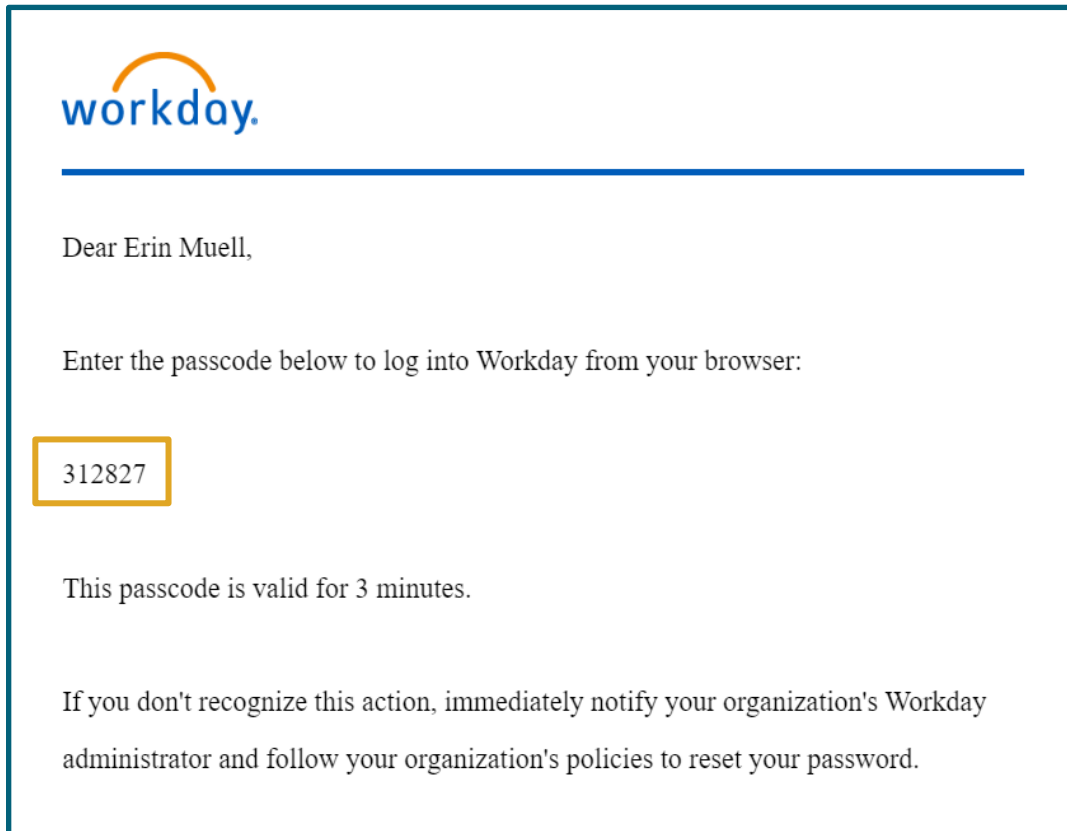
Note: You will be allowed to skip this step three more times before you are required to provide an email address.

2. Select **Sent to Email**.



3. Open your email account and locate the message from **Stateoflowa-Workday**.

4. Enter **Verification Code** provided in email.



Note: You have three minutes to enter the code.

5. Select **Submit**.
6. You have now completed the authentication and are logged into Workday.