



# EXTENDED ENTERPRISE LEARNER ACCOUNT ACCESS

## Workday Extended Enterprise Learning Job Aid

A step-by-step guide on how a new Extended Enterprise Learner will get access to the system.

### PLEASE NOTE:

*Cloud-based applications such as Workday experience frequent updates that may impact the visual look of the system. As a result, these training materials and the screen shots in them may not be an exact match to what you see in the live system.*

# Extended Enterprise User Accounts

## View Existing Accounts

Extended Enterprise Learners will access their account through information received in two different emails and using the **Local Workday** sign in option. The instructions below walk you through this step by step process.

### Where does a learner get their Username?

Extended Enterprise Learners will

1. Receive an email **From: Security Admin, Shared** when their eForms account is created.
2. In that email, shown below, they will access their Network ID/AAH ID. That is their username for logging into Workday.

1

Advocate Aurora: Network ID/AAH ID c58799 Created

SA Security Admin, Shared  
To: Ontiveros, Lucia

Wed 4/6/2022 10:27 AM

-|- This is an automated message from the Advocate Aurora Health Care (MacID) -|-

A Network/AAH ID has been created for the user below. In order to use this ID, the "Requested For" person needs to sign into [MacID \(https://macid.advocatehealth.com/\)](https://macid.advocatehealth.com/) using the credentials listed below and complete the account registration.

**Details of the Network ID/AAH ID**

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**Sponsored By:**  
Lucia Ontiveros

**Request For:**  
First Name: Zachary  
Last Name: Davis

2

**Network ID/AAH ID:** c58799

**Password:** *The password is a combination of the individual's First 2 letters of their first name (1st letter capital) + Last 4 of SSN + First 2 letters of last name lowercase (Example: Ab1234cd) as entered by the Advocate Aurora Health Care sponsor/delegate.*

### Where does a learner get their initial password to login?

Extended Enterprise Learners will need to set up a password account for Workday which is different from the SAM account password they set up for other systems. The learning system is **NOT** currently working through single sign on (SSO).

3. They will receive an email from **Workday Notifications**.
4. They will use the temporary password given in that email to login to Workday.

Additional information about your Workday account Yahoo/Inbox ★

3

Workday Notifications <aah@myworkday.com>  
To: myemail@yahoo.com

Thu, May 12 at 11:43 AM ★

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.myworkday.com/aah>

4

**Temporary Password:** 66wmcu:S

# Extended Enterprise User Accounts

## Signing In For The First Time and Setting Initial Password

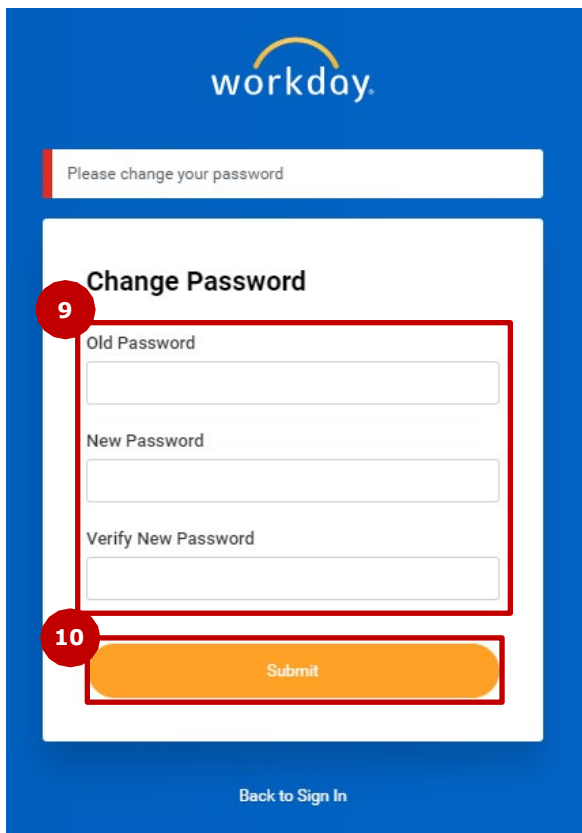
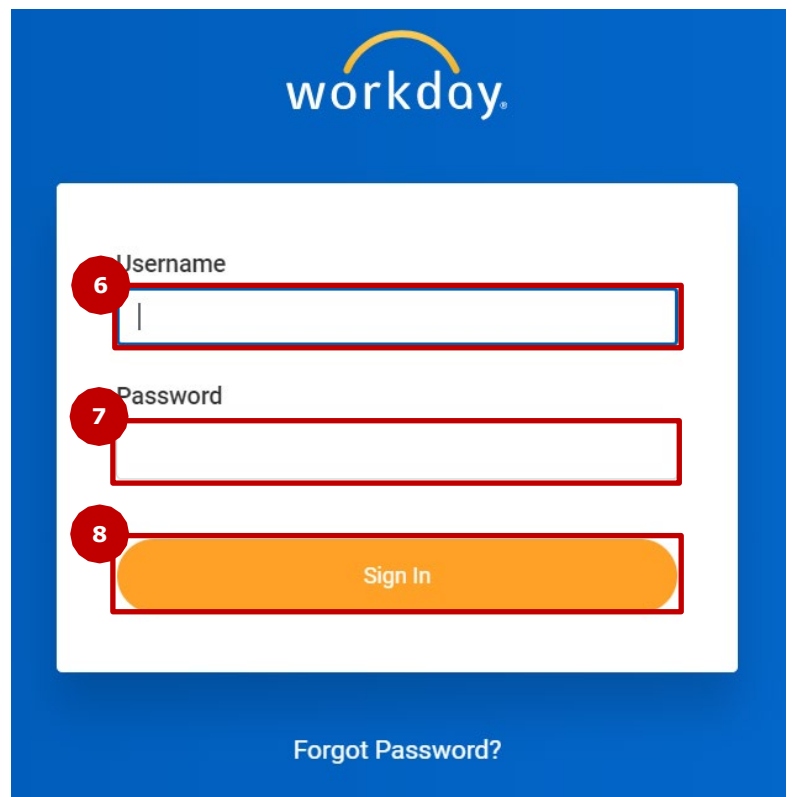
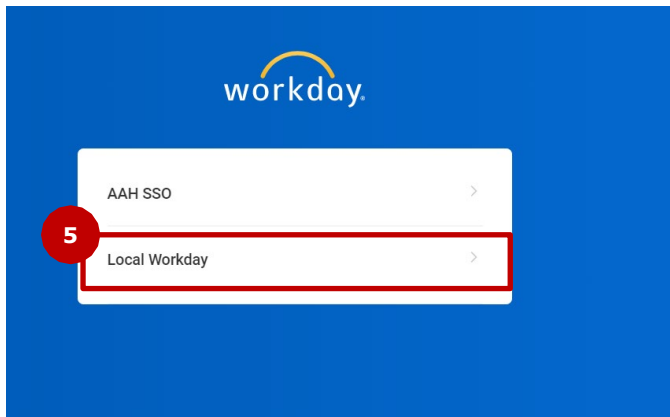
### How do they access Workday Learning – Extended Enterprise Learning?

Navigate to the [Workday LogIn Screen](#).

5. Click **Local Workday**.
6. Type Username: Network ID/AAH ID from 2.
7. Type temporary password received in Workday Notifications Email from 4.
8. Click **Sign In**.
9. Enter Temporary Password where prompted for Old Password, Enter New Password and Verify New Password using following parameters:

*Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#%&'()\*+,-./:;>?@[\\]^\_`{|}~. The password must not have been used within the following number of last passwords: 24.*

10. Click Submit



# Extended Enterprise User Accounts

## Using Forgot Password to Reset Password

### How do EELs reset their password if they have forgotten what was set previously?

As of November 1, 2022, EELs can reset their own passwords using the Forgot Password link on the log in screen. The instructions below explain how to do so.

1. Navigate to the [Workday LogIn Screen](#) using **LOCAL WORKDAY!**
2. Click **Forgot Password?**.
3. Type Username: Network ID/AAH ID from 2.
4. Type email that associated to the eForms/EEL account. This is where you received the **Security Admin, Shared** or **Workday Notifications** emails. Not sure or never received an email, repeat the process with possible email addresses until reset password email is received. Or, reach out to your sponsor to verify the email address.
5. Click **Submit**.
6. User will receive a confirmation. Click **Back to Sign In**.
7. Navigate to the email you entered and find email from **Workday Notifications**.
8. Click **Reset Your Password**.
9. Enter **New Password** and **Verify New Password** using following parameters:  
*Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#&%&'()\*+,-./:;>?@[\\]^\_`{|}~. The password must not have been used within the following number of last passwords: 24.*
10. Click **Submit**

The screenshots show the following steps:

1. The main Workday login screen with the "Forgot Password?" link highlighted.
2. The "Forgot Password" form with fields for Username and Email, and a Submit button.
3. A "Success!" confirmation screen with a "Back to Sign In" button.
4. An email notification from "Workday Notifications" with a "Reset Your Password" button highlighted.
5. The "Change Password" screen with fields for "New Password" and "Verify New Password", and a Submit button.

# Extended Enterprise User Accounts

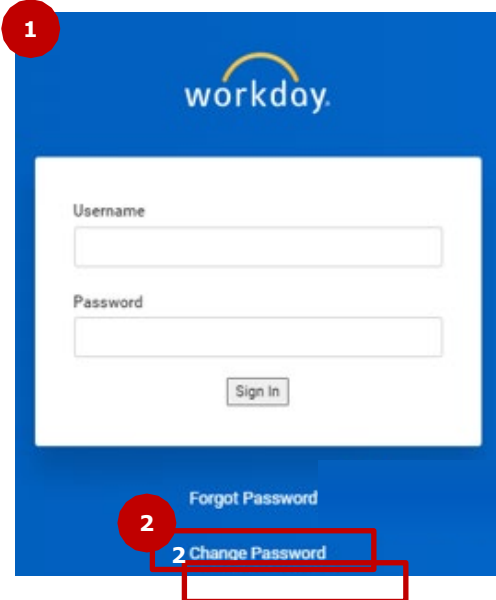
## Using Change Password to Update Password

**How do EELs change their password after 90 days or at any point they choose if they know their current password?**

1. Navigate to the [Workday LogIn Screen](#) using **LOCAL WORKDAY!**
2. Click **Change Password**.
5. Type Username: Network ID/AAH ID from 2.
6. Type temporary password received in Workday Notifications Email from 4.
7. Click **Sign In**.
8. Enter Temporary Password where prompted for Old Password, Enter New Password and Verify New Password using following parameters:

*Your new password must not be the same as your current password or user name. Minimum number of characters required: 8. The following character types must be represented: alphabetic characters, uppercase characters, lowercase characters, Arabic numerals 0 - 9, special characters !"#\$%&'()\*+,-./:;<=>@[\\]^\_`{|}~. The password must not have been used within the following number of last passwords: 24.*

10. Click Submit



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workday.

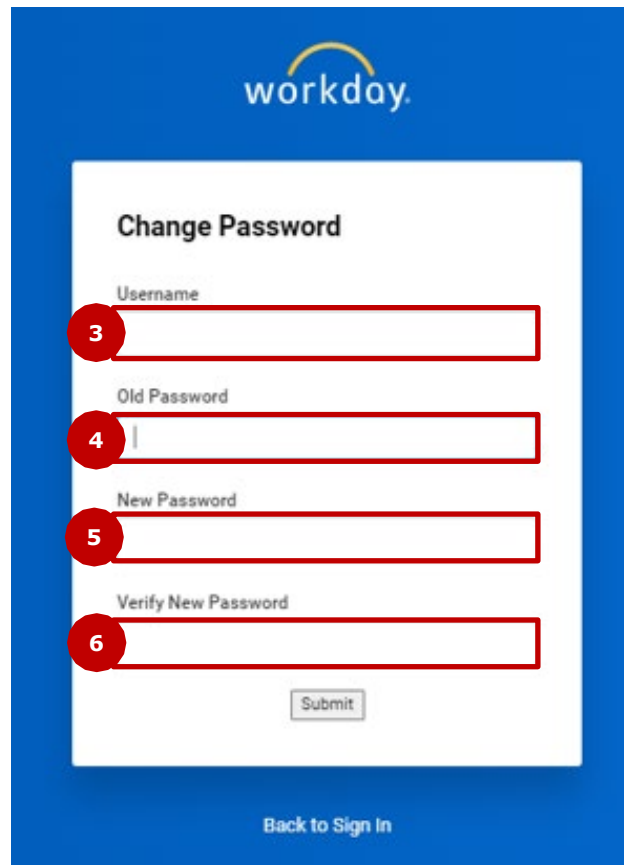
Username

Password

Sign In

Forgot Password

2 Change Password



workday.

### Change Password

3 Username

4 Old Password

5 New Password

6 Verify New Password

Submit

Back to Sign In