

INTRODUCTION: All Willamette employees, contractors, volunteers, and others with system or campus access have required training courses that need to be taken at the beginning of employment and annually thereafter. This guide describes how to launch courses, troubleshooting advice if you experience difficulty, how to access your transcript, and how log into Workday if you do not have a Willamette account.

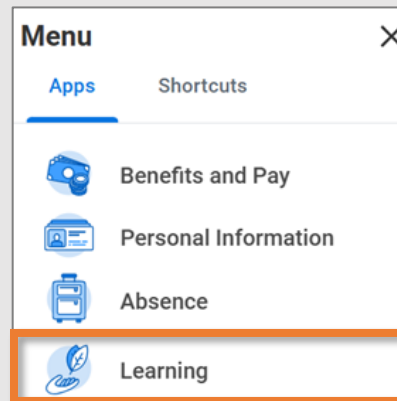
Navigating to the Compliance Courses

1. Log into Workday. Willamette employees will be able to log in using single sign on. Contractors and volunteers will need to login via the direct login method described on page 4.

2. Once in Workday, click the **Menu** icon in the upper left corner.



3. From the resulting menu, select **Learning**.



4. Click on the 2025 Compliance Training tile. (New users, you will click on a tile entitled, "New User Compliance Training")



Enroll in and Start a Course

- The learning program will open up displaying each course contained within it. To begin taking courses, click the **Start Program** button to the right of the course list.

Note that if you have completed selected courses from August 15, 2024, forward, you will not need to retake them. Refer to the **Previously Completed Courses** section on the next page for more information.

2025 Compliance Course Campaign

i This program is required for you

Willamette staff, faculty and student employees, temporary employees and contractors, along with those with other affiliation with the university, such as volunteers, are required to take compliance courses at the beginning of their employment and annually thereafter. The courses are required due to federal and

[Show All](#) ▾

Duration	Program Length	Delivery Mode
165 minutes	5 items	Self-Directed

Items in this Program Program Information

- Item 1

Cyber Security Training (4.0)

Duration Lessons

25 minutes 2
- Item 2

Family Educational Rights and Privacy Act (FERPA) (3.0)

Duration Lessons

30 minutes 1
- Item 3

V2: Title IX Training

Duration Lessons

40 minutes 1
- Item 4

Workplace Harassment Prevention (v.2.1)

Duration Lessons

40 minutes 1
- Item 5

Heat and Wildfire Smoke Response Training

Duration Lessons

25 minutes 2

Start Program

Mark Taylor

Contact Person

- Enroll in the Course.** After clicking Start Program, you will be led to the Cyber Security course. Click **Enroll** to enroll in the course. You will be led to the Lesson Details pop-up displaying the lessons contained within the course. Click **Submit**. You will receive a confirmation that you have enrolled in the course.

Cyber Security Training (4.0)

Enroll

Willamette's cyber security training is composed of two lessons. The first lesson, entitled, Your Role, Internet Security and You provides an overview cybercrime strategies. The second lesson provides you with security strategies and the incident reporting procedure specific to Willamette.

Cyber Security Training (4.0)

Lesson Details

Lesson Overview 2 items

Lesson Title	Lesson Type
Your Role, Internet Security and You	Media
WITS Cyber Security Overview	Media

Course Details

Cancel

Submit

You have submitted

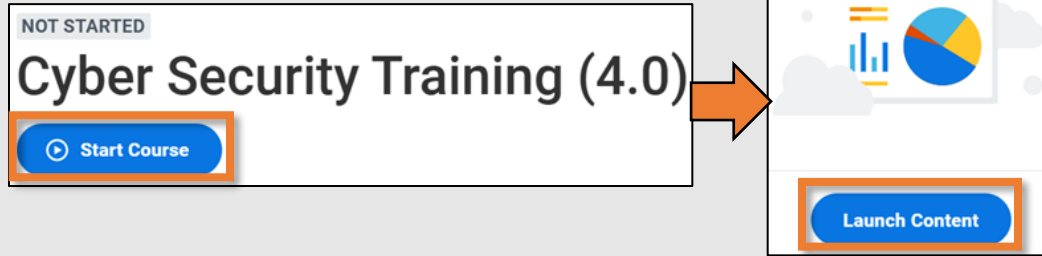
[View Details](#)

March, 2025

WILLAMETTE UNIVERSITY

2

3. **Start the Course.** To begin taking the course, first click on **Start Course** and on the resulting screen, click **Launch Content**.



4. **Allow Popups.** If you receive a warning that pop-ups are blocked, click the Launch Course button. The course will launch.



5. Repeat this process for each assigned course. You may leave the course when it is partially complete, and it will continue from the point you existed when you resume the course later.

Previously Completed Courses

If you completed any of the courses to the right from August 15, 2024, to the present, you won't need to retake them in 2025.

When you first come to the Start Program page, all the courses will display as needing to be taken. However, after you click Start Program, you will not be prompted to take any of the courses completed after September 1. Upon navigating back to the landing screen listing all the courses, you will see the previously taken courses with a darkened display with a check mark, as shown here. As you complete the courses you do need to take, they will display in a similar manner.

The Title IX and Heat and Wildfire Smoke courses will need to be taken by everyone.

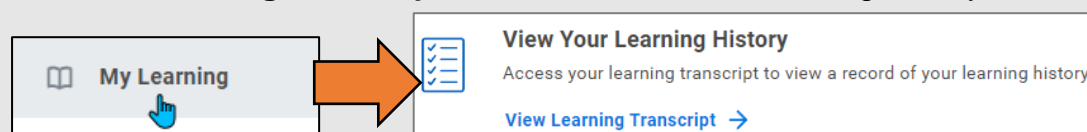


Applicable courses:

- Cyber Security Training (4.0)
- FERPA (3.0)
- Workplace Harassment Prevention (2.1)

Viewing Your Learning Transcript

Once you have completed a course, it is removed from the **Required for You** panel. You may review your completed courses by clicking **My Learning** in the left-hand navigation, then clicking the **View Learning Transcript** link in the View Your Learning History section.



Troubleshooting

If you experience difficulty launching the course

- Shut down and restart your computer. It's surprising how many times this does the trick.
- Do you see a notice about needing to restart your computer for updates? If so, let the updates load and try again.
- Try a different browser, especially if you are using Apple Safari. Chrome followed by Firefox are the best options.
- If the first two interventions don't work, then clearing browser history and cookies will likely solve the issue. Find directions for doing so [here](#).

If none of these interventions work, please contact hr@willamette.edu for further assistance.

Direct Login Method

If you are new to the Willamette Workday system you will have received an email from Workday containing your initial system assigned Access Link, Username and Password. When entering Workday for the first time using this information you will be requested to reset the password for future logins.

Once you have reset your password you can access Workday from any computer using the following link:

<https://www.myworkday.com/willamette/login.html?redirect=n>

Once you have accessed Workday, follow the instructions outlined from the beginning of this document to complete your trainings as required.



The screenshot shows the Workday login interface. At the top, the Workday logo is displayed on a blue background. Below the logo, there are two input fields: one for 'Username' and one for 'Password'. At the bottom of the form is an orange 'Sign In' button.

