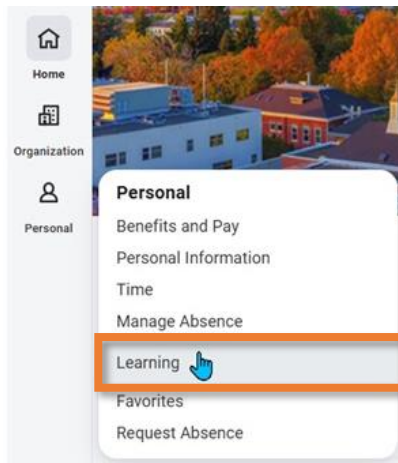


Taking Courses in Workday

INTRODUCTION: All Willamette employees, contractors and volunteers have required training courses included in a learning campaign that need to be taken at the beginning of employment and annually thereafter. There are also times when an individual course may be assigned to you based on responsibilities associated with your role. This guide contains directions for launching learning campaigns and individual courses, how to view your learning transcript, and a direct login method if you do not have a Willamette account.

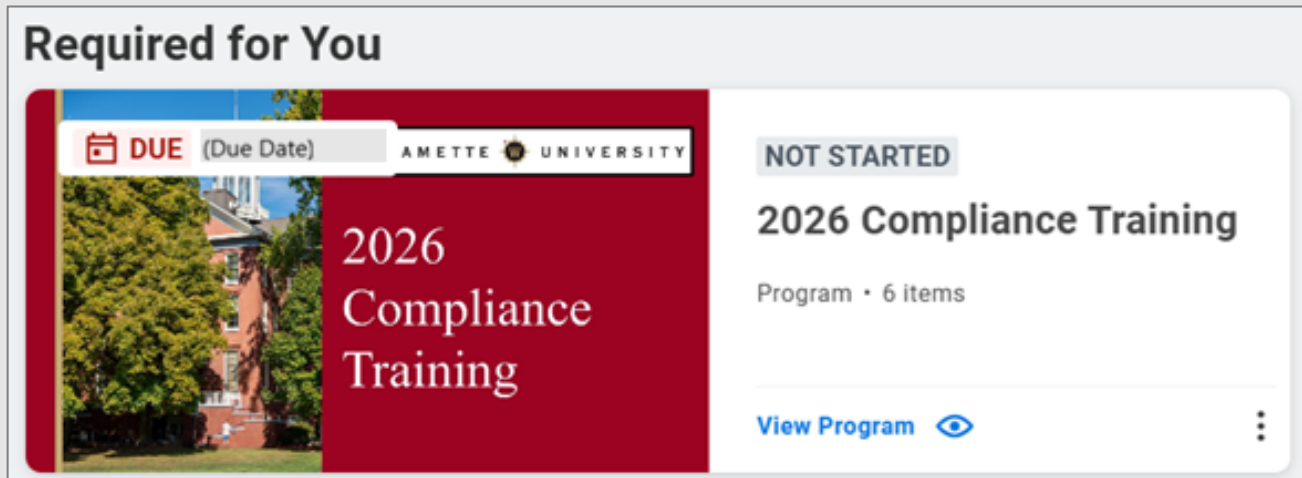
Navigate to Assigned Courses

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. Hover over the **Personal** icon located in the left navigation. From the resulting menu, select **Learning**.



Learning Campaign Directions

1. Click on the compliance training tile.



Taking Courses in Workday

- 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 any one of the courses within the last few months, you will not need to retake it. After you click Start Program, the courses you have not taken in this timeline will be skipped. When you look back on the landing screen, the courses taken will be dark with a check box over them.



2026 Compliance Training

This program is required for you

Completing the courses in this module satisfies the annual compliance training required of all employees. Please take each of these courses by March 30, 2026. If you experience extreme circumstances that will prevent you from completing the courses on time, have questions, or need help, reach out to us at hr@willamette.edu and we'll be happy to assist.

Access the [2026 Compliance Campaign Resources](#) page for a job aid describing how to take the course...

[Show All](#)

Program Length	Delivery Mode
6 items	Self-Directed



Up Next

Start Program

NOT STARTED

Items in this Program

Item	Duration	Lessons	Delivery Mode
Item 1 Cybersecurity Training Willamette's cyber security training is composed of five short lessons. The first lesson provides Willamette-specific information regarding Cybersecurity. The following three... Item details	15 minutes	5	Self-Directed
Item 2 Family Educational Rights and Privacy Act (FERPA) (3.0) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all... Item details	30 minutes	1	Self-Directed
Item 3 Prohibited Discrimination and Harassment This course reviews information regarding prohibited discrimination and harassment not based on sexual misconduct at Willamette University. Learners will gain an... Item details	16 minutes	1	Self-Directed
Item 4 Title IX: Sexual Misconduct Prevention and Response This course will explain your role in helping us to meet our obligations to ensure students and employees who experience sexual misconduct receive important information and access... Item details	45 minutes	1	Self-Directed
Item 5 Hazing Prevention: What Campus Employees Should Know This course is comprised of a lesson from United Educators on the general topic of prohibited hazing followed by a lesson describing the hazing policy and reporting procedure at... Item details	3 minutes	2	Self-Directed

« < 1 2 > »

1-5 of 6 items

Please Note: The sixth course, Heat/Wildfire Smoke, is accessed by clicking on the second page.

- If you receive a popup blocked notice, simply click **Launch Course** to give permission for the course to start.

Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

- You may leave the course when it is partially complete, and it will continue from that point when you resume the course later.

If you have technical issues, please reference the Troubleshooting Tips page.

Individual Course Directions

1. Follow the steps to access the course described above. Upon arriving at the learning page, the course will be displayed as a tile. Click on the tile.

What will you learn today?

Required for You

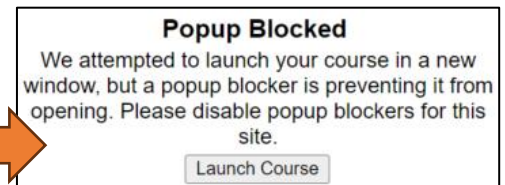
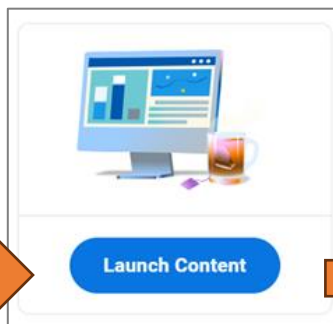


Campus Safety Authorities: Roles and Responsibilities

Course • 20 minutes

0 of 1 mandatory lessons completed

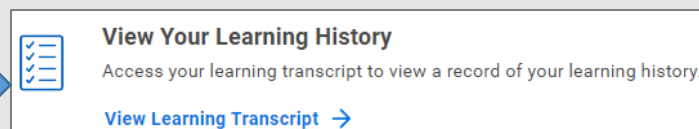
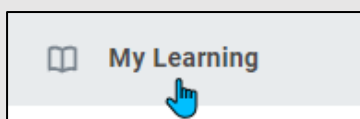
2. Click the Start Course button, the Launch Content button, and if a Popup Blocked notification appears, click Launch Course.



3. You may leave the course when it is partially complete, and it will continue from that point when you resume the course later.

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://wd501.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 image shows a screenshot of the Workday login interface. It features the Workday logo at the top. Below the logo, there are two input fields: 'Username' and 'Password'. At the bottom of the form is an orange 'Sign In' button.

