

How do I pay for my course in Workday Learning?

2 Options

1. You'll receive a confirmation email from Workday Learning after you register for your course or conference that says *"Action Required! You have been enrolled in a course that requires payment."* This email will have a url link in it that will take you to a credit card payment page. You can pay here with your credit card or forward the email to someone in your organization that makes payments on behalf of employees with a company credit card. For ODOT employees, this would be the person in your unit that has a SPOTS card.
2. The same information that is in the confirmation email from Workday Learning is in the "Notifications" area of your Workday account (see screenshot below). You will need to copy and paste the payment URL (highlighted) into your browser, but it will take you directly to the payment page. This link can then be forwarded if needed.

The screenshot displays the Workday Learning interface. At the top, there is a navigation bar with a 'MENU' icon, the Workday logo, a search bar, and user profile icons. Below this is a blue header for the 'Notifications' section. On the left, a sidebar shows a list of notifications, with the current one highlighted in purple. The main content area shows a notification titled 'Enroll in Content: ODOT - ENG - Oregon Bridge Maintenance Workshop' received 19 minutes ago from Beth Yuzie Sell. The notification text states: 'You have been enrolled into the following course. Course: ODOT - ENG - Oregon Bridge Maintenance Workshop. Start Date and Time: Tue, Apr 11, 10:00 AM Pacific Time (Los Angeles). End Date and Time: Thu, Apr 13, 12:00 PM Pacific Time (Los Angeles). Location(s): [not available]. Navigate to the following link to pay for your enrollment. (If you previously paid for this course and you are moving into a new date/time, please disregard this payment request) https://workdaypay.dasapp.oregon.gov/enrollment/0414623744721.00163314559505000. Full course details, including any prework requirements, are found within the Learning application. IMPORTANT: Add this event to your calendar by selecting Add to Calendar on your registered offering. For questions about accessibility, please reach out to the course instructor for additional assistance. If you are unable to attend the course be sure to drop your enrollment in Workday. Please note that a cancellation policy may apply.' A yellow highlight is placed over the payment URL. At the bottom, there is a 'Details' link for the notification.

IMPORTANT: If you did not receive a confirmation email from Workday Learning and you do not have information regarding the payment link in the "Notifications" area of your Workday account, please contact Beth Sell Beth.SELL@odot.oregon.gov ASAP.