



Basic Information about Workday Pre-Class Assignment/Homework Completion

Before you can register or enroll for any ATS MAO class you must first have taken and passed the MAO Workday Pre-Class Assignment/Homework lessons on Workday and submit the PDF of the actual Learning Certificate. *Print outs of Workday transcripts in either PDF or Word are not accepted.* See the MAO Workday How to Print Learning Certificates document on the website for helpful tips on how to access the Learning Certificates.

You will only have two attempts to submit the Learning Certificates and registration per Registration Processing fee. More than two attempts will require a new Registration Processing fee to be paid.

Workday Pre-Class Assignment/Homework Standards

You are expected to complete this learning yourself and with no help outside the resources offered to you in the training.

You are expected to provide only the Certificate of Completion offered after passing the class. Forged or altered documents will be reported to ODDS.

Workday Resources

ATS cannot help you with Workday issues or questions, but you may find the following resources helpful.

- [Create A New Workday Learning Account](#)
You can log into Workday to create and account [here](#). If you are having problems setting up an account you may find [these](#) instructions helpful.
- [Access An Existing Workday Learning Account](#)
If you already have a Workday account you may log in [here](#). If you cannot remember your password, follow [these](#) instructions to reset it. If that doesn't work, send email to: ODHS.Training@odhs.oregon.gov or odhs.workdayrecords@odhs.oregon.gov
- [Questions About the Material/Content in Workday](#)
If you have questions about your pre-class homework content you can reach out to LMS.Workday@oregon.gov

For non-Workday questions, please contact ATS at **MAO@abilityts.com** or call **503-560-9980**.