



## 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 a PDF of either the Official Learning Transcript or the Learning Certificate. See the MAO Workday How to Print Learning Certificates and MAO Workday How to Print Official Learning Transcript documents on the website for helpful tips on how to access them.

## Workday Pre-Class Assignment/Homework Proof of Completion

You will only be allowed two attempts to submit the completed learning certificates or transcripts and ATS MAO registration form per Registration Processing fee. Each subsequent two attempts will incur a new Registration Processing fee.

## Workday Pre-Class Assignment/Homework Standards

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

You are expected to provide only official PDFs. 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 an 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](mailto:ODHS.Training@odhs.oregon.gov) or [odhs.workdayrecords@odhs.oregon.gov](mailto: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](mailto:LMS.Workday@oregon.gov)

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