



Uplift Your Benefits Registration Guide

Below is a step-by-step guide on how to register for Uplift Your Benefits on your Workday account

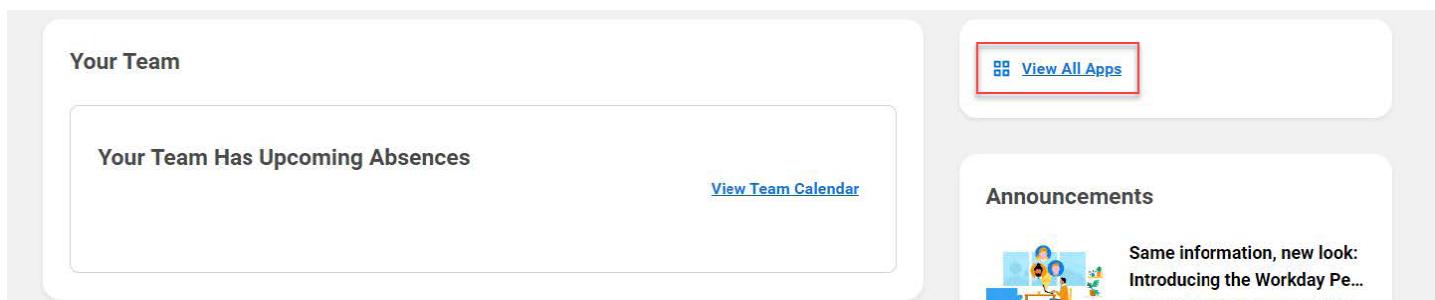
Step 1

Log in to your Workday account by [clicking here](#) or by scanning the QR code.



Step 2

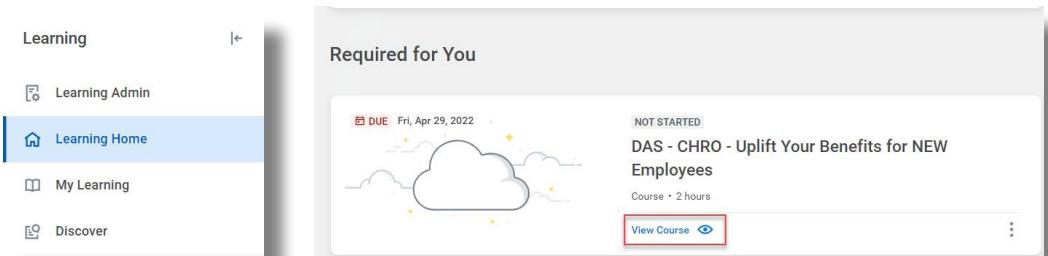
From the home page, click on “View All Apps.”



The screenshot shows the Workday home page with a light gray background. On the left, there's a box titled "Your Team" with the sub-section "Your Team Has Upcoming Absences" and a "View Team Calendar" link. On the right, there's a box titled "Announcements" with a sub-section "Same information, new look: Introducing the Workday Pe...". In the top right corner, there's a red-bordered button labeled "View All Apps".

Step 3

Click on “Learning Home” and you will be taken to the learning home page. The “Uplift Your Benefits” course will appear in the “Required for You” section. Click on “View Course” to be taken to the course home page.



The screenshot shows the Workday Learning Home page. On the left, there's a sidebar with "Learning" at the top, followed by "Learning Admin", "Learning Home" (which is highlighted with a blue background), "My Learning", and "Discover". On the right, there's a main content area titled "Required for You". It shows a course card for "DAS - CHRO - Uplift Your Benefits for NEW Employees" with a due date of "Fri, Apr 29, 2022". The "View Course" button is highlighted with a red box. The course card also includes "NOT STARTED" and "Course • 2 hours".



Step 4

From the course home page, click the “Select Offering” button to see all the dates and times the course is offered.

 Select Offering

Duration	Lessons
14 hours	2
Skill Level	Delivery Mode
Beginner	In-Person

Step 5

Click the checkbox next to Uplift Your Benefits and click “OK.” You will receive a confirmation email that you are enrolled with a Zoom link to the course.

Order	Select Offering	Start Date	End Date	Instructor	Seats Available	Waitlist Available	Status
3	<input checked="" type="checkbox"/>	Tue, Apr 5, 2022, 1:00 PM Pacific Time (Los Angeles)	Tue, Apr 5, 2022, 3:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	41 out of 50	No	Open
4	<input type="checkbox"/>	Wed, Apr 6, 2022, 10:00 AM Pacific Time (Los Angeles)	Wed, Apr 6, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	45 out of 50	No	Open
5	<input type="checkbox"/>	Thu, Apr 7, 2022, 10:00 AM Pacific Time (Los Angeles)	Thu, Apr 7, 2022, 12:00 PM Pacific Time (Los Angeles)	Donisha Reynolds Jeanette Cooper Raquel Kinser	37 out of 40	No	Open

Congratulations!
You've successfully registered for Uplift Your Benefits!

Additional tips for success

- On the day of your course, sign log in to Zoom 5 minutes before your course starts to complete the Zoom registration.
- Please register at least 48 hours in advance.
- Download the PowerPoint slide deck from the [Uplift Oregon website](#) prior to joining the course.
- Review the [glossary of health coverage and medical terms](#).