

CDWA Employment Orientation

In Workday

1. Click on the **CDWA Employment Orientation** link in the task in your Workday Inbox. If you close out this task, you will also get an email with the same link.

Congratulations, you have completed all hiring tasks. You can provide care to a client as an employee of CDWA starting [redacted]. CDWA is unable to pay you prior to this date for Client care.

More information regarding your employment with CDWA can be found in the [employment handbook](#). You can also watch a 1-hour Employment Orientation video. To access the video:

1. Click on the link below to go to the CDWA Employment Orientation.
2. Click the blue "Start Course" button to start it.
3. Complete CDWA Employment Orientation.

[CLICK HERE FOR CDWA EMPLOYMENT ORIENTATION](#)

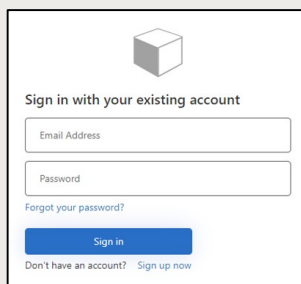
If the above hyperlink does not work, copy and paste this link into a browser: www.myworkday.com/cden/learning/course/7cd1414604b7017aab355f7260017e39?type=9882927d138b100019b928e79843018d

For more information, refer to the job aid found here: www.consumerdirectwa.com/ip-orientation-video

Please contact us at InfoCDWA@consumerdirectcare.com with questions.

Thank you,
Consumer Direct Care Network Washington Team

2. Use the same email and password as the CDWA DirectMyCare web portal to login to Workday.



Sign in with your existing account

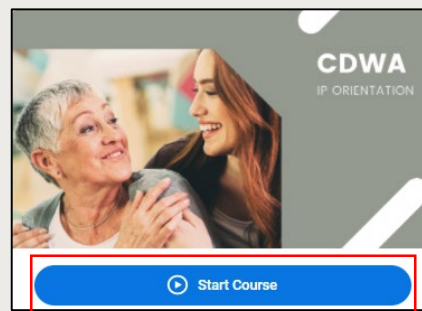
Email Address

Password

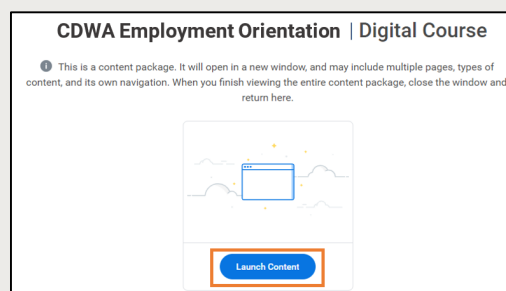
Forgot your password?

Don't have an account? [Sign up now](#)

3. Once on the **course** training page in Workday, click the Start Course button.



Then click the Launch Content button.



** NOTE: after clicking Launch Content, you may be notified that the course popup was blocked. If this occurs, click the Launch Course button to begin.*



Navigation:

1.



CDWA IP Orientation

CONSUMER DIRECT CARE NETWORK WASHINGTON

IP Employment Orientation

2.

3.

4.

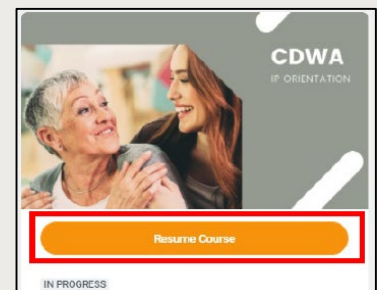
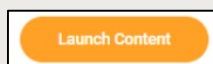
5.

1. **Menu** – This will help you determine what slide you’re on within the whole training. You can also use the menu to go back and replay a slide you’ve already watched.
2. **Play/Pause button** – as the presentation is playing, you can click here to pause, and then start again.
3. **Replay** – use this button to restart the current slide/video (you will not be allowed to rewind a few seconds).
4. **Volume** – increase, decrease, or mute the presentation.
5. **Previous/Next buttons** – use the previous button to go back one slide. The next button is disabled when navigating new material. When reviewing previously viewed slides, the next button will work.

Continuing Where You Left Off

If you are unable to watch the entire Orientation course at once, the system will save your spot so that you will not have to restart from the beginning. Please follow the steps below to make sure you can resume where you left off.

1. Sign back into Workday and click Resume Course.
2. Click Launch Content.



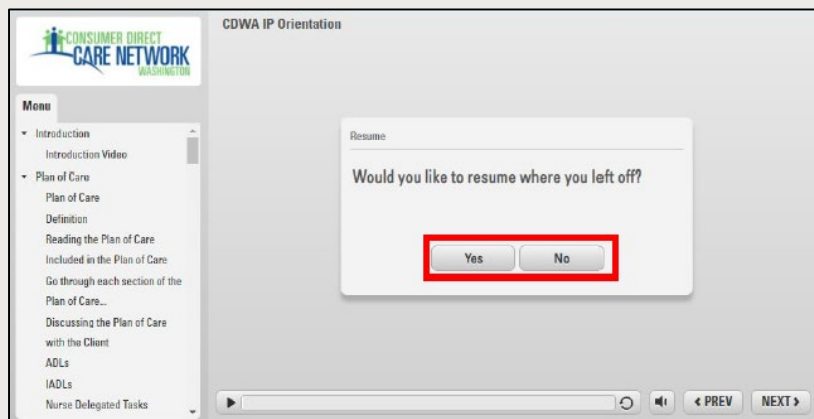
Continued on the next page

Cont.

- When the player pops up, it will ask if you'd like to resume where you left off

Click **Yes**: you will be taken to the beginning of the last slide you viewed.

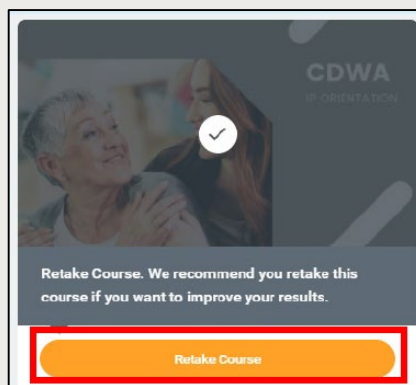
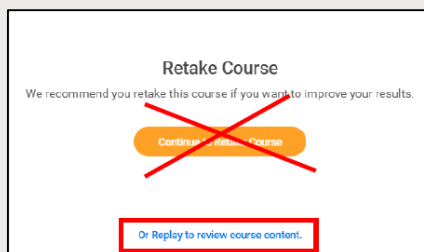
Click **No**: you will be taken back to the start of the presentation (your previous progress will not have saved).



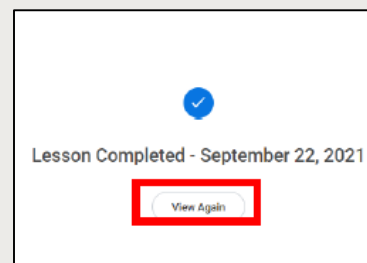
Any slides/videos you'd previously viewed will show as greyed out in the menu. You will be able to click on those slides/videos and return to view them again.

Reviewing The Course Once You've Finished

- Sign back into Workday and click **Retake Course**.



- Click the **Replay to review course content** link below the button.
*Clicking the Retake button will send you to the beginning of the course and you'll be forced to start at the beginning.



- Click **View Again**.

Continued on the next page

Cont.

4. Click **Launch Content**.



5. Once you've launched content, Click **Yes** to resume where you left off otherwise the course will start from the beginning
- *You will be able to click on the menu and return to view any slide/video again.

