

## Step-by-Step Guide: Self-Registration and Accessing the DPIS Training on Workday

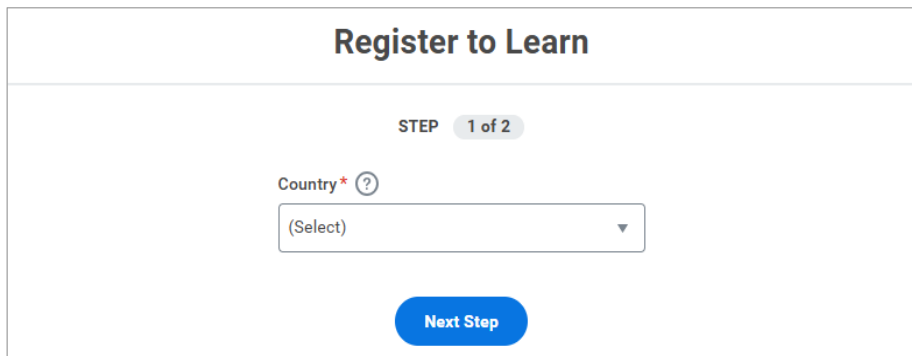
If you already have an account on UNHCR Workday Learning, skip ahead to **Step 4: Access the Training Course**.

### Step 1: Self-Register

Go to the [registration page](#).

1. Fill in the required details:

- **Country**
- **First Name**
- **Last Name**
- **Email Address**



**Register to Learn**

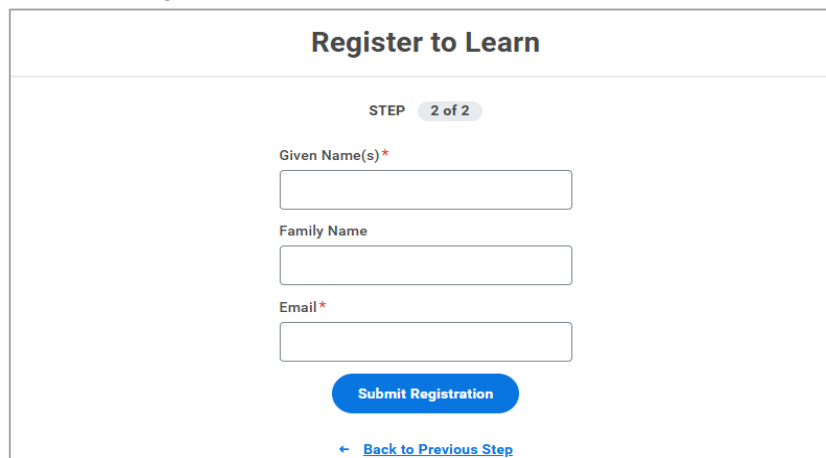
STEP 1 of 2

Country\* ?

(Select) ▼

**Next Step**

2. Click on **Next Step**.



**Register to Learn**

STEP 2 of 2

Given Name(s)\*

Family Name

Email\*

**Submit Registration**

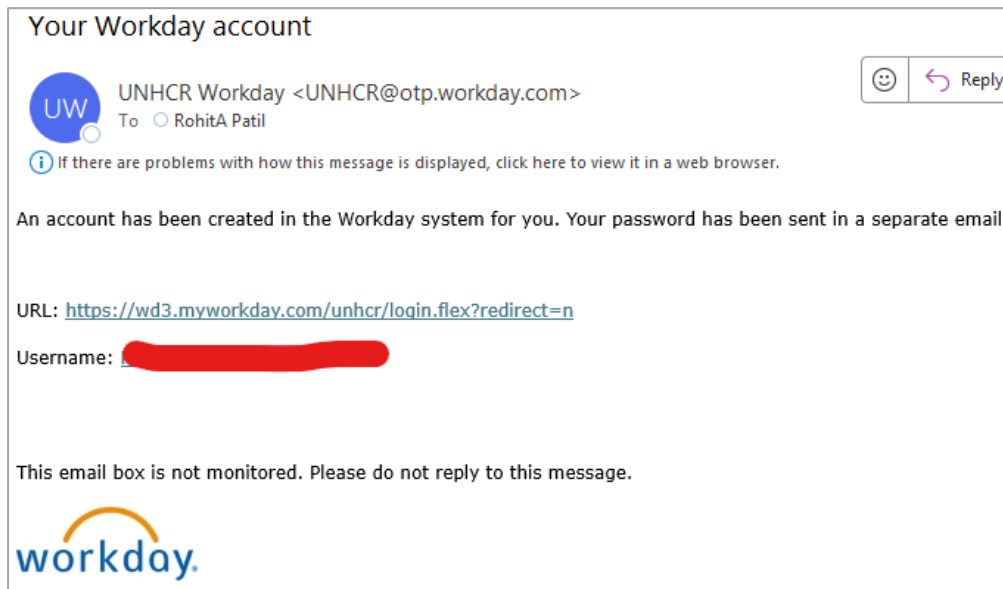
[← Back to Previous Step](#)

3. Click **Submit Registration**.

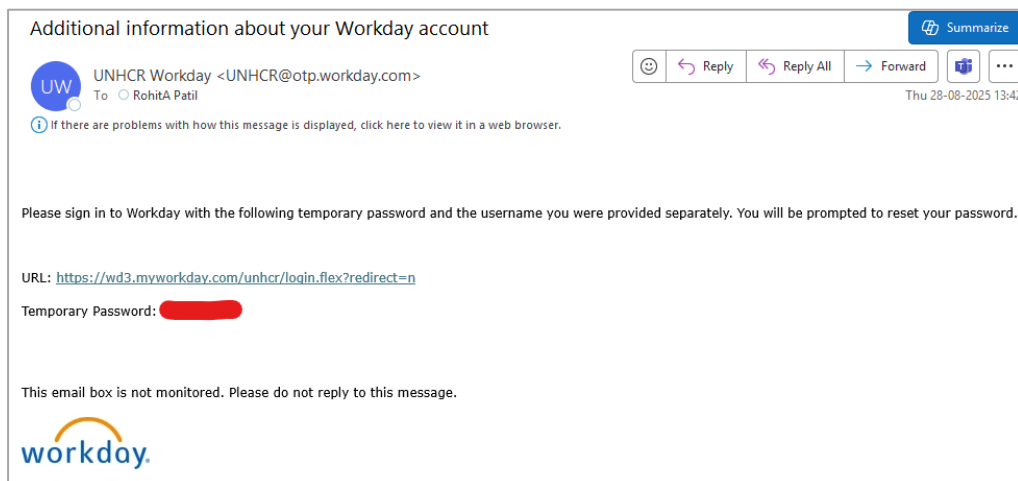
## Step 2: Check Your Email

You will receive **two emails** from **UNHCR Workday**:

- **Email 1:** Contains the **learning platform link** and your **username**.



- **Email 2:** Contains your **temporary password**.



## Step 3: Log In to the Learning Platform

1. Use the link and credentials from the emails to log in.
2. The system will prompt you to **change your password immediately**. Follow the instructions to set a new password.

## Step 4: Access the Training Course

You have **two options** to access the course:

### Option A: Direct Link

- Once you have logged in, you will be able to access the **UNHCR Data Protection and Information Security Training for Partners** course by clicking on [this link](#).
- Note:** This link will only work **after you are logged in** to the platform.



**UNHCR Data Protection and Information Security Training for Partners**

This eLearning course is designed to strengthen data protection and information security practices within UNHCR-funded partner organizations. These partners are entrusted with processing the personal data of forcibly displaced and stateless individuals.

The course aims to foster a strong cybersecurity culture among partners by equipping them with the essential knowledge and skills to safeguard personal data and maintain the...

[Show All](#) ▾

**Skills in This Course**

- ✓ IT-IT Audit and Compliance Management
- ✓ IT-IT Network Monitoring & Alerting Tools

**Start Course**

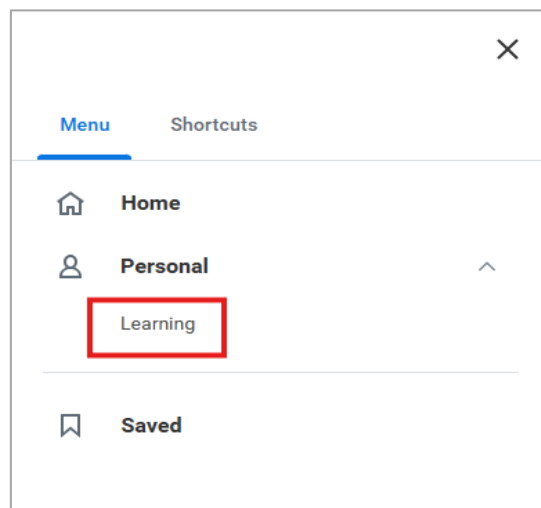
★★★★★ (28)

Duration: 40 minutes | Lessons: 1

Delivery Mode: Self-Directed

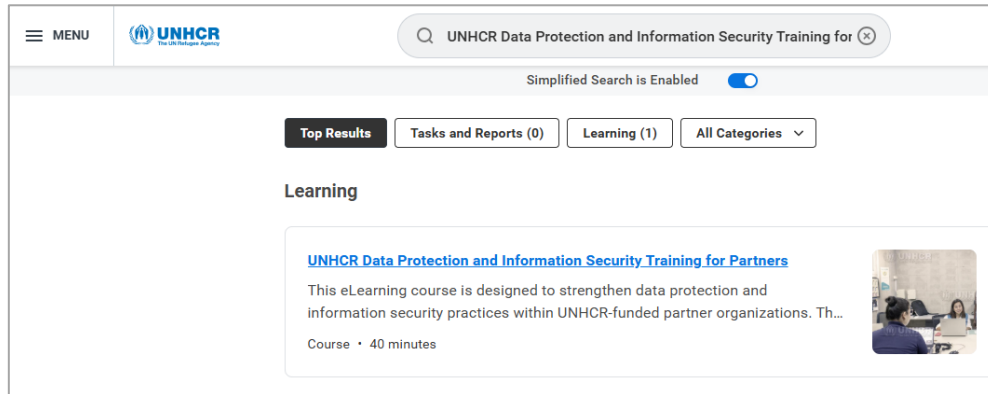
### Option B: Search in Workday via Learning Catalogue

- Click on the **Menu** (upper left corner).
- Select **Learning**.



- Go to **Discover → Browse Learning**.

4. In the **Learning Search**, type:  
**“UNHCR Data Protection and Information Security Training for Partners”**



5. Click **Start Course** to begin.



## Step 5: Technical Support

If you face any technical issues, contact the **Workday Learning team**  
at: [learning@unhcr.org](mailto:learning@unhcr.org)

UNHCR DIST/CISO and DEPS/IMAS Teams