

# OurDay Learning:

## MUSC Extended Enterprise OurDay Account

### Quick Reference Guide



#### Overview

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Your MUSC Extended Enterprise OurDay Learning account allows you access to complete your required learning content in OurDay.

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Before starting, please make sure you know which learner type you are:

- **Extended Enterprise Learner – NOT Employed by MUSC**
- **OurDay & Extended Enterprise Learner – Employed by MUSC**



# Extended Enterprise Learner Types

## 1. Extended Enterprise Learner – NOT Employed by MUSC

- You will use **Extended Enterprise** for all learning
- You will access OurDay using the [Non-NetID Login](#)
- 2 factor is not required to access this account

### Non-NetID Login

If you do not have a MUSC issued NetID, please use this link to log in with your username and password

## 2. OurDay & Extended Enterprise Learner – Employed by MUSC

- You will use **OurDay** [NetID login](#) for all employee learning
- 2 Factor is required to access this account off campus

### NetID Login

If you have a MUSC issued NetID, please use this link to log into OurDay.

- You will use **Extended Enterprise** [Non-NetID Login](#) for all **student learning**
- 2 Factor is not required to access this account

### Non-NetID Login

If you do not have a MUSC issued NetID, please use this link to log in with your username and password



# Extended Enterprise Emails

You will receive 2 Emails from musc@myworkday.com

## Email #1

**From:** musc@myworkday.com <musc@myworkday.com>  
**Date:** Monday, November 7, 2022 at 2:47 PM  
**To:** YOUR NAME AND EMAIL  
**Subject:** Information about your Workday account

**CAUTION: External**

YOUR NAME

Here's the username for your Workday account: YOUR 900/910#

This email box is not monitored. Please do not reply to this message.



## Email #2

**From:** musc@myworkday.com <musc@myworkday.com>  
**Date:** Monday, November 7, 2022 at 2:47 PM  
**To:** YOUR NAME AND EMAIL  
**Subject:** Information about your Workday account

**CAUTION: External**

YOUR NAME

Here's a temporary password for your Workday account: Exemplek5t?tS

Please logon to the system by following the link <https://www.myworkday.com/musc/login.flex?redirect=n> and reset your password.

This email box is not monitored. Please do not reply to this message.

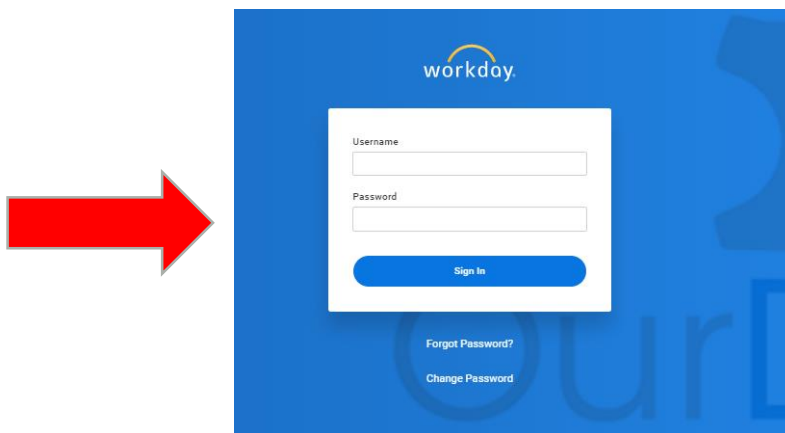


You must use this link to get to the correct login screen  
You do not use 2-factor to access your MUSC OurDay Extended Enterprise Learning Account



## Extended Enterprise Initial Login screen

The **first time** you set up your **Extended Enterprise** account, this is the screen you see from the email link.



You will immediately be prompted to select your security questions and answers. Please note that they will be case sensitive so ensure you can remember them!

Reach out to your affiliation manager if you have any questions about accessing your account.