

## **New Workday Learning Course for MyOISS for Department Administrators**

September 19, 2025



Dear Department Administrators,

We are excited to announce the launch of a new [Workday Learning course designed to provide you with an in-depth understanding of the MyOISS system](#) [1]. This course is a prerequisite for obtaining access to MyOISS and is now available. Although MyOISS is scheduled to go live on October 1, we recommend you complete this course as soon as possible so that you can access the new system as soon as it is available.

### **Course Overview: The 'Using MyOISS at Yale' course will cover:**

- An overview of MyOISS
- Department responsibilities
- Detailed guidance on vital requests
- Upcoming features and enhancements

### **Instructions for Accessing the Course & Requesting Access to MyOISS:**

1. [Click this link to go directly to the course](#) [1]. You may be asked to log into Workday with your NetID and password.
2. Click Enroll and complete the course at your earliest convenience.
3. Once you have successfully completed the course, fill out the form found on the last page of the training module to request access to MyOISS.
4. We will let you know when your access has been successfully granted (within 3 business days of filling out the form).

All the step-by-step instructions provided in the Workday Learning course are also available on the [OISS website for your convenience](#) [2], so you'll have access to them anytime.

Please note that to maintain access to MyOISS, you will need to complete an abbreviated version of the course on a yearly basis. You will be notified when it is time to do so.

## Special Note about J-1 Student Intern Requests

In light of the complexity involved in processing new J-1 Student Intern requests, submissions will be temporarily paused until December 1, 2025.

## Questions?

For any questions about the transition, the new system, or other concerns, please email our new address at [myoiss@yale.edu](mailto:myoiss@yale.edu) [3].

We appreciate your prompt attention to this important training. If you have any questions or need assistance, please do not hesitate to reach out.

Thank you for your cooperation and commitment.

Best regards,  
Yale OISS

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## About MyOISS

[All about MyOISS, including how-tos, FAQs, and more.](#)

[2]

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**Source URL:** <https://oiss.yale.edu/news/new-workday-learning-course-for-myoiss-for-department-administrators>

## Links

[1] <https://www.myworkday.com/yale/learning/course/ef599fd8d7e910263ec2828b159c0000?type=9882927d138b100019b928e75843018d> [2] <https://oiss.yale.edu/for-departments/about-myoiss> [3] [97:105:108:116:111:58:109:121:111:105:115:115:64:121:97:108:101:46:101:100:117:](#)