

ILEARNOREGON REGISTERING AND TAKING AN ONLINE COURSE

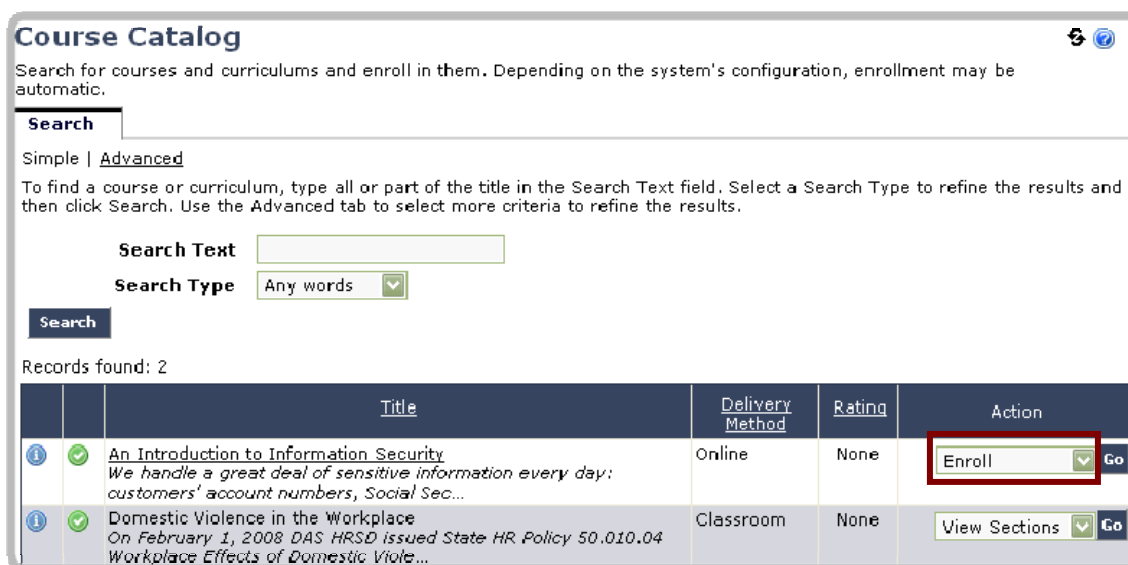
Registering for a Online Course

To register for an online course, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the left-side menu, click on *Learning Center*. When the Learning Center menu expands, click on *Course Catalog*. This will take you to the course catalog page.



3. On the course catalog page, type in your search criteria in the search field and then select *Search*. The search results will display.
4. Under the Action menu, select *Enroll* and then select *Go*. This will take you to the Enroll page.



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5. Make sure that **Credit** is selected for Course Credit Options and that **Normal** is selected for Course Mode Options.
6. Select **Enroll**. You will receive a confirmation email that you are enrolled.

Enroll

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Enroll

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

Title An Introduction to Information Security
We handle a great deal of sensitive information every day: customers' account numbers, Social Security numbers and credit card details; as well as internal information such as health records, payroll data, and network information.

Description Information security is critical to business at the State of Oregon. In addition, learning about information security will also help you to keep yourself safe at home as identity theft and fraud become increasingly common.

*** Course Credit Options** Credit No Credit

*** Course Mode Options** Normal Browse Review

7. You will receive a confirmation that you are enrolled in the course.

Course Catalog

You are enrolled in the course.

Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Search

Simple | [Advanced](#)

To find a course or curriculum, type all or part of the title in the Search Text field. Select a Search Type to refine the results and then click Search. Use the Advanced tab to select more criteria to refine the results.

Search Text

Search Type

Records found: 2

		Title	Delivery Method	Rating	Action
		An Introduction to Information Security <i>An Introduction to Information Security</i>	Online	None	<input type="button" value="Cancel Enrollment"/> <input type="button" value="Go"/>
		Domestic Violence in the Workplace <i>On February 1, 2008 DAS HRSD issued State HR Policy 50.010.04 Workplace Effects of Domestic Viole...</i>	Classroom	None	<input type="button" value="View Sections"/> <input type="button" value="Go"/>

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Taking an Online Course

To take an online course, follow these steps:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on *My Workspace*.
3. When the menu expands, click on *My Transcript*. This will take you to your transcript page.



4. From your transcript find the course you want to take and click on the title to launch it. A new window will display.

Transcript | Certifications | Training Assignments

[Print Version](#)

View the user's/your record of courses, tests and other items. Users: Access items using the links or select an option from the Action menu and click Go.

Name Brandy Meng Manage Personal Learning Events Go

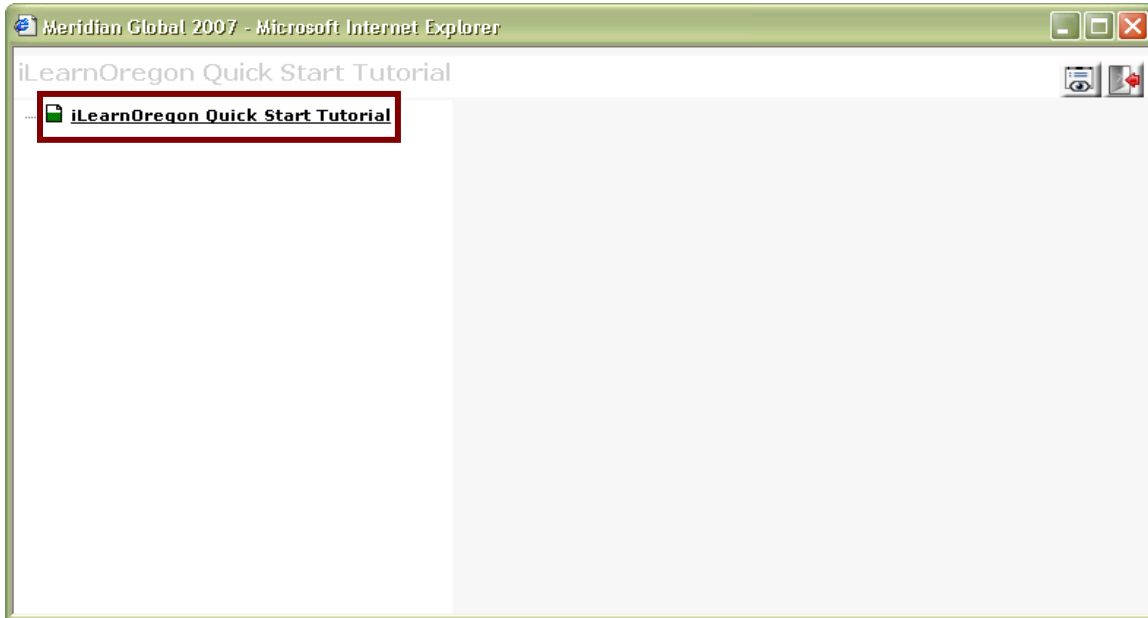
Current Date 10/22/2008



Records found: 2

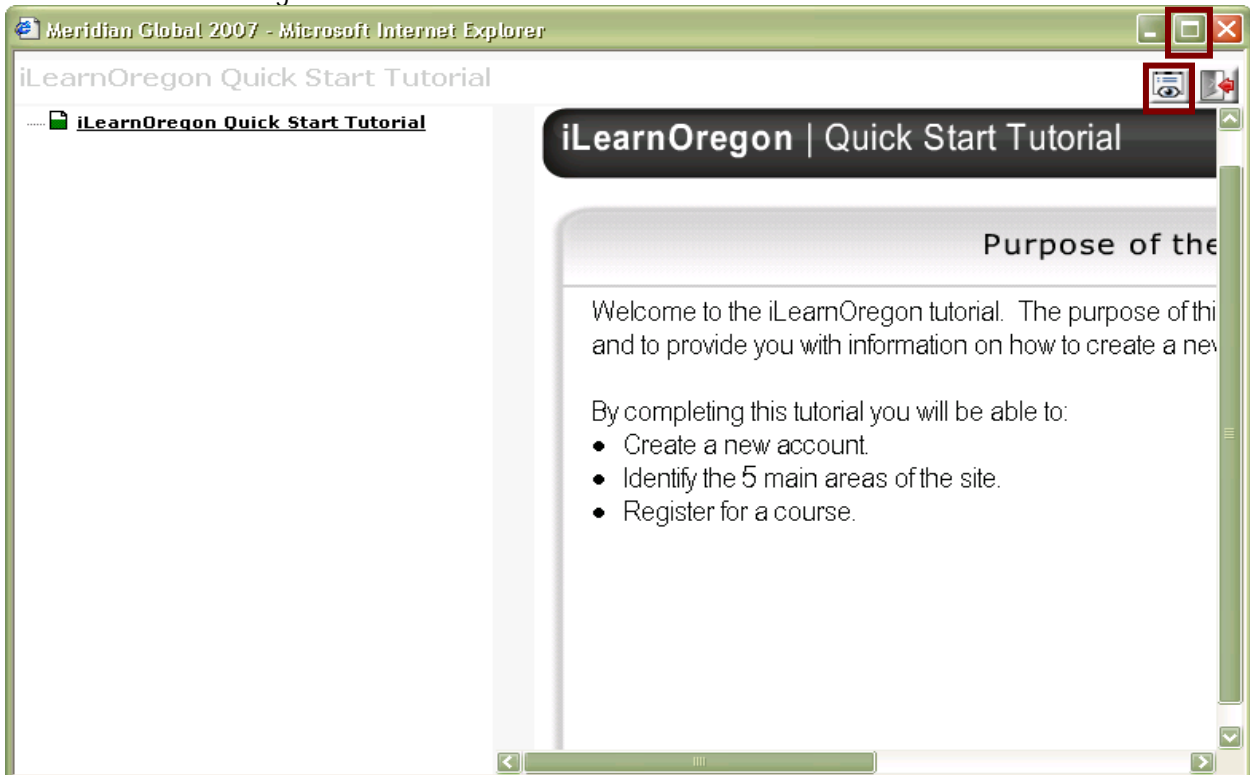
	Title	Type	Required Training	Start Date	Complete Date	Progress Status	Action
	Domestic Violence in the Workplace (6)	Classroom		10/21/2008	10/21/2008	Completed	View Details <input type="checkbox"/> Go
	iLearnOregon Quick Start Tutorial	SCORM 1.2		9/16/2008	9/30/2008	Completed	View Details Take Survey <input type="checkbox"/> Go

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- When you click on the link to launch the course, you will get a pop-up window that looks like this. Click on the title to start the online course.

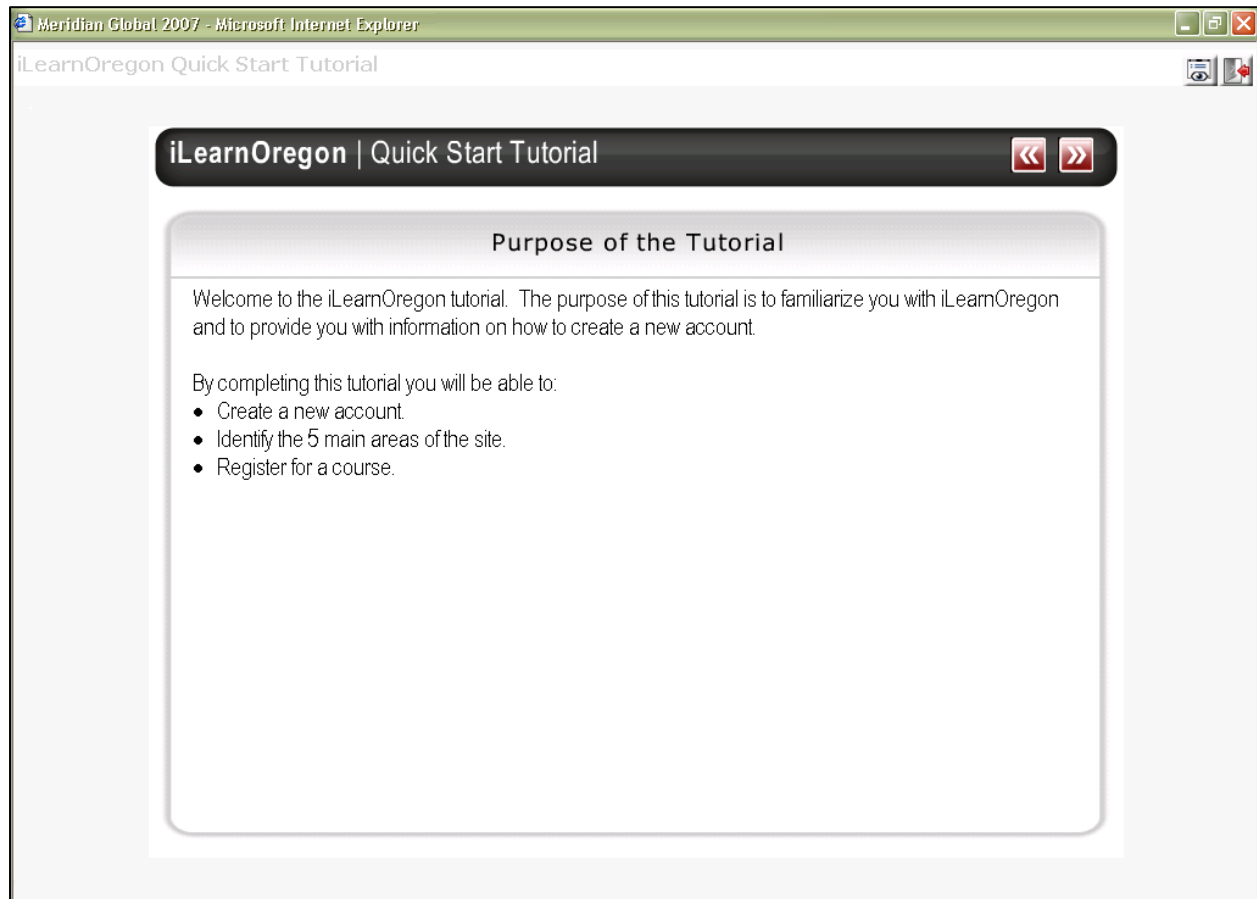



- The online course will appear on the right hand side of the window and you won't be able to see the whole screen without scrolling.
- Click on the **Maximize**  window button. This will enlarge the window so that it fits your whole screen.
- Click on the **Show/Hide**  menu button to hide the menu so that you can see the whole online course without having to scroll.



ILEARNOREGON REGISTERING AND TAKING AN ONLINE COURSE

9. Now your screen should look like this and you should be able to see the whole online course without having to scroll.



10. Once you complete the online course, select door icon  to close the course.