

ILEARNOREGON CLASSROOM COURSE REGISTRATION

Registering for a Classroom Course

To register for a 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 text in the search field or leave it blank and then select **Search**. The search results will display.



NOTE: you can search for a course by doing a simple or advanced search. A simple search allows you to type in any text. If you want to do a more refine search, then select the Advanced search function.

4. Under the Action menu, select **View Sections** and then select **Go**.

		Title	Delivery Method	Rating	Action
		An Introduction to Information Security <i>We handle a great deal of sensitive information every day: customers' account numbers, Social Sec...</i>	Online	None	Enroll Go
		Domestic Violence in the Workplace <i>On February 1, 2008 DAS HRSD issued State HR Policy 50.010.04 Workplace Effects of Domestic Violen...</i>	Classroom	None	View Sections Go

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The View Sections page lists all of the upcoming sections of the course. This page also provides detailed information (i.e. location, instructor, course description, etc.) about each section when you click on the information icon ⓘ or the plus sign ⊕ next to the section title.

Under the Action menu you can perform the following actions:

- Enroll/Cancel Enrollment: Enroll or cancel your enrollment in a course section.
- Waitlist/Cancel Waitlist: Add yourself to, or remove yourself from, the waitlist.
- Request Access/Cancel Access: Submit a request to obtain access to enroll in a course section or cancel your request.
- View Schedule: View the calendar for the course section.

Domestic Violence in the Workplace

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title Domestic Violence in the Workplace

Course Provider DAS - HRSD

Course Cost (\$) \$0.00

Records found: 3

	Section	Enrollment Status	Section Status	Action
⊕ ⓘ	<p>Title: Domestic Violence in the Workplace (1:00 AM - 4:30PM)</p> <p>Code:</p> <p>Number: 5</p> <p>Dates: 10/7/2008 - 10/7/2008</p> <p>Waitlist Type: Automatic</p> <p>Capacity (Max/Min): 175/1</p> <p>Enrolled/Waitlisted/Pending: 0/0/0</p>	Not Enrolled	Open	<input type="button" value="Enroll"/> <input style="margin-left: 5px;" type="button" value="Go"/>
⊕ ⓘ	<p>Title: Domestic Violence in the Workplace (8:30 AM - 12:00 PM)</p> <p>Code:</p> <p>Number: 4</p> <p>Dates: 10/7/2008 - 10/7/2008</p> <p>Waitlist Type: Automatic</p> <p>Capacity (Max/Min): 175/1</p> <p>Enrolled/Waitlisted/Pending: 0/0/0</p>	Not Enrolled	Open	<input type="button" value="Enroll"/> <input style="margin-left: 5px;" type="button" value="Go"/>

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5. Once you know what classroom course you want to enroll in, select **Enroll** on the Action menu and then select **Go**. The Enrollment page will display.
6. From the Enrollment page, select **Enroll** and you will be enrolled in the classroom course.

Section 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 Domestic Violence in the Workplace
Section Title Domestic Violence in the Workplace (1:00 AM - 4:30 PM)
Section Start Date 10/7/2008
Section End Date 10/7/2008

You will receive a confirmation email notifying you and your manager that you enrolled in the course and the course will automatically appear on your learning plan.

Scheduled Training						
Records found: 1						
	Course Title	Enrollment Status	Status Date	Section Dates	Section Title	Action
<input type="checkbox"/>	iLearnOregon Training Management	Enrolled	10/22/2008	10/29/2008 - 10/29/2008	iLearnOregon Training Management	Cancel Enrollment <input type="button" value="Go"/>

Event	Details
iLearnOregon Training Management	Dates : 10/29/2008 - 10/29/2008 Time : 8:30 AM - 12:00 PM Recurrence : One Day Location : Oregon State Library, Room 301, State Library Building, (Salem, OR) Instructors : Angelo Jordan

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Canceling from a Classroom Course

You can cancel your enrollment in the course at anytime up through the enrollment cancellation deadline (found when you click on the info icon next to the course name).

To cancel your enrollment:

1. In your web browser type in the following URL
<https://ilearn.oregon.gov>.
2. On the left-side menu, click on **My Learning Plan** under My Workspace on the left menu.



3. You will find the trainings you are scheduled for under "Scheduled Training".
4. Click on **Go** next to Cancel Enrollment. Confirm your cancellation on the next screen. Both you and your manager will receive an email confirming your cancellation.

My Learning Plan



View all current training activities in which you are participating or are required to complete.

My Learning Plan

Some titles are links that allow you to access items in your learning plan. Use the Action menu to perform other tasks.

Required Training
You have no outstanding training assignments.

Scheduled Training
Records found: 1

	Course Title	Enrollment Status	Status Date	Section Dates	Section Title	Action
	Domestic Violence in the Workplace	Enrolled	8/13/2008	9/21/2008 - 9/22/2008	Morning Session	Cancel Enrollment

Online Courses
Records found: 1

	Title	Enrollment Date	Last Access Date	Action
	An Introduction to Information Security	8/13/2008		View Details

Curriculums
Records found: 0