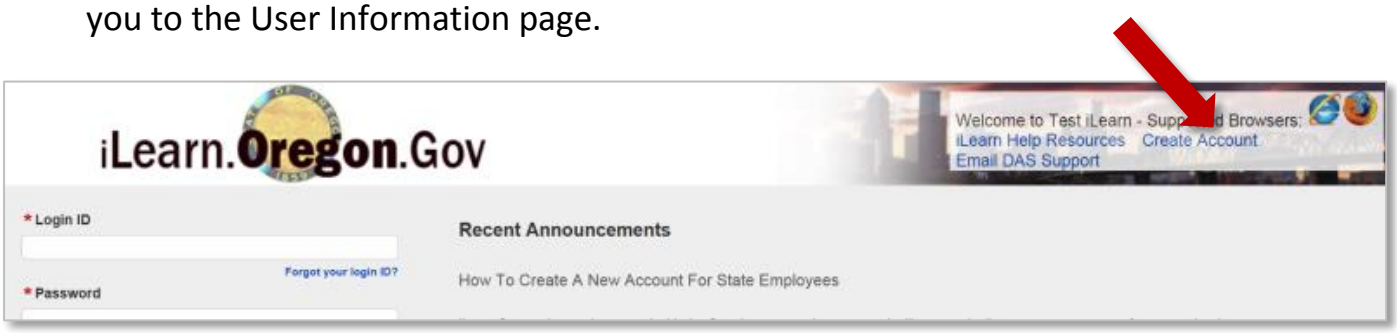
How to create a new account

1. For all others: On the iLearn login page, click **Create New Account**. This will take you to the User Information page.



2. The form will appear:

Type: Not a State Employee

First Name: Your legal first name

Last Name: Your legal last name

Email: Your e-mail address (cannot be used by another account in the iLearn) – Your state email address. Be sure it is spelled completely accurate.

Login ID: Your P#

Job Title: *Leave blank*

Organization: Oregon Health Authority Partner

Manager: *Leave blank*

3. Click the green **Submit** button

4. Congratulations! You have created a new account. You will receive an email with a temporary password.

NOTE: The temporary password in this email is only valid for 24 hours. Please log in and update your password.