

DHS Learning Center

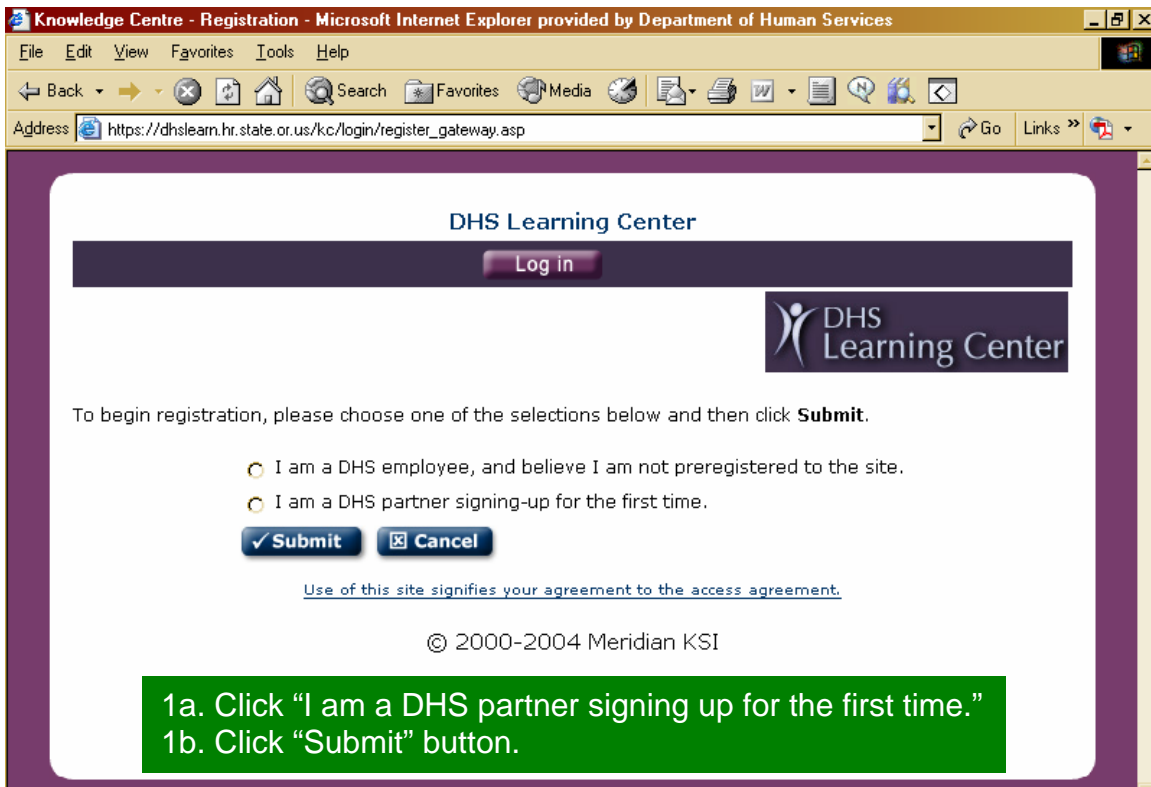
Partner User Registration – Step by Step Instructions

Step 1:

Go to <https://dhslearn.hr.state.or.us>.

Click the first link that reads, “If this is your first visit, please click [here](#) to sign-up to complete a User Profile and gain access.”

At the resulting page (below), identify yourself as a DHS partner and begin the sign up process.



Knowledge Centre - Registration - Microsoft Internet Explorer provided by Department of Human Services

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Address https://dhslearn.hr.state.or.us/kc/login/register_gateway.asp Go Links

DHS Learning Center

Log in



To begin registration, please choose one of the selections below and then click **Submit**.

I am a DHS employee, and believe I am not preregistered to the site.

I am a DHS partner signing-up for the first time.

[Use of this site signifies your agreement to the access agreement.](#)

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1a. Click “I am a DHS partner signing up for the first time.”
1b. Click “Submit” button.

Step 2:

Create a login ID and password for your Partner User profile.

DHS Learning Center

Log in

Create a Profile
Establish Login & Password

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should consist of at least four letters and/or numbers. Your Password is case-sensitive and must be at least 8 characters long and consist of both alpha and numeric characters. It should not include any special character, i.e.: &, %, <, +, -, etc.

Login ID:

Password:

Confirm Password:

Use of this site signifies your agreement to the access agreement.

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- 2a. For "Login ID": Enter an ID that contains at least 4 letters and/or numbers.
- 2b. For "Password": Enter a password at least 8 characters long that contains both letters and numbers.
- 2c. For "Confirm Password": Enter the password you just entered in the "Password" field.
- 2d. Click "Submit" button.

Step 3:

Select the appropriate organization for your Partner User profile.

DHS Learning Center
Log in

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization: Other Organizations [Expand] [Select] [Cancel]

Sub Organization: [Expand] [Select] [Cancel]

Choose Next Level
Choose Next Level
01-Federal
02-State-non DHS
04-Emergency Responders
05-County
06-City
07-Tribal Governments
08-Social Service / Associations / Advocates
09-Education
10-Employment Services
11-Brokerages

DHS Learning Center
Log in

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization: Other Organizations [Expand] [Select] [Cancel]

Sub Organization: [Expand] [Select] [Cancel]

Sub Organization: Choose Next Level [Expand] [Select] [Cancel]
Choose Next Level
Don't Know/Don't See It
Hospitals

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3a. In "Root Organization" drop-down box, select "Other organizations," then click "Expand" button
3b. In the first "Sub Organization" drop-down box, select the most appropriate description from the list, then click "Expand" button
3c. In the second "Sub Organization" drop-down box, select the most appropriate description from the list, then click "Select" button

Step 4:

Enter your name and contact information for your Partner User profile. Only fields marked with an asterisk (*) are required.

DHS Learning Center
Log in

REGISTER
User Profile

DHS Learning Center

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required fields are marked with *.

Organization Name: 13-Medical Service Providers Click here to change your organization selection.

NetLink Display Name:

*** First Name:** Jane

*** Last Name:** Doe

Middle Initial or Middle Name:

Email Address: jane.doe@abc123.com

Alternate Email Address:

Send me updates and notification of content changes at this email address.

*** Title:** Ms.

*** First Line Address:** 123 A Street

Second Line Address:

Mailing Address:

*** City:** Salem

*** State:** Oregon

*** County:** Marion

*** Zip:** 97301

Country: United States

*** Phone:** 555-555-5555 ext 555

Fax: 555-555-5555

Manager's Name: (Read Only) Search For Your Manager

Manager's Email:

4a. Enter your first name, last name and email address.
4b. Mark the check box to get emails that notify you of DHS Learning Center content changes. (Not all Learning Center content is for providers.)

4c. Enter your Title, Street Address, City, State, County, ZIP code, Country (type "U" to get to U.S.), and Phone Number (include area code).
4d. If you want your manager to get a copy of your training confirmation, also enter your manager's email address.

*** Special Accommodations:** Yes No
(Check Yes if you need any special accommodations to attend a class)

Vendor Number:

Provider Number: 123456

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography.

Make this information available to others in the User Directory.

Make this information available to others in the PeerNet.

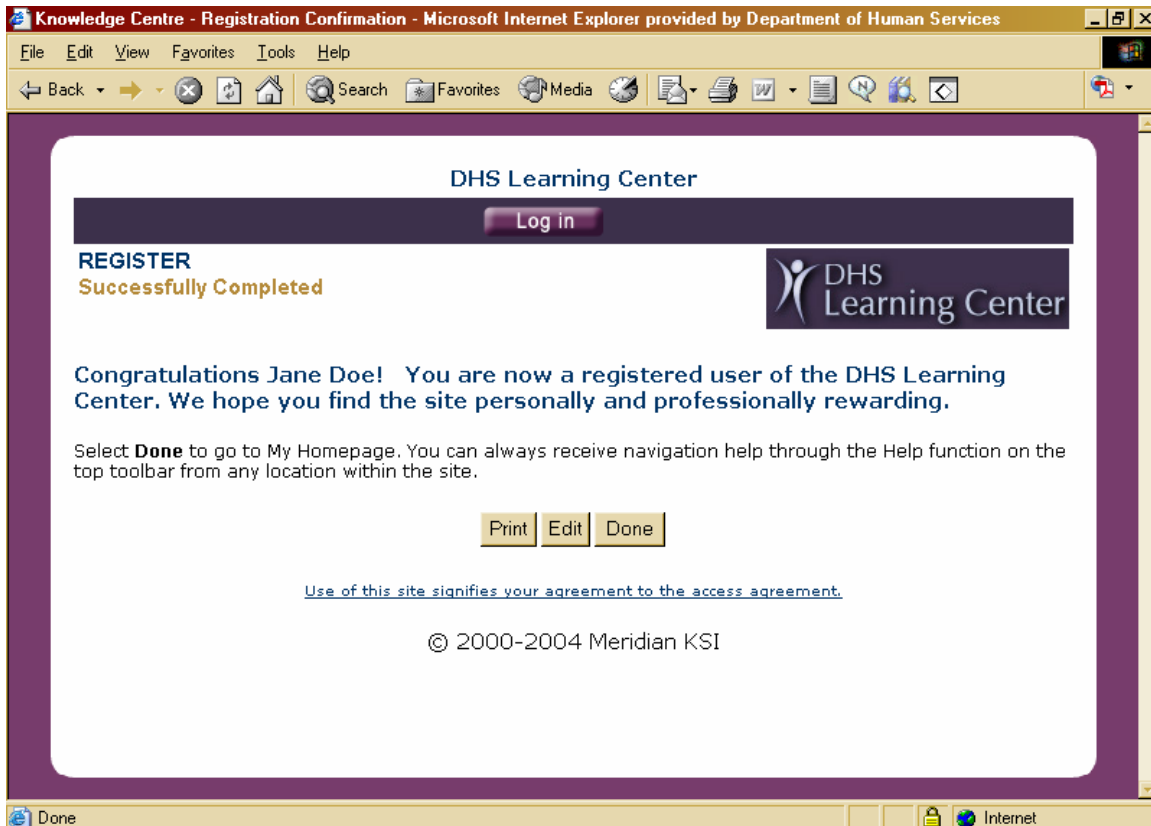
Use of this site signifies your agreement to the access agreement.

4e. Indicate whether you need special accommodations (e.g., ADA) to attend a training.
4f. Enter your DMAP 6-digit provider number.
4g. If you don't want other Learning Center users to be able to look up and view your profile, uncheck the last two boxes.
4h. Click "Submit" when done.

Step 5:

You have successfully completed your Partner User profile!
Click “Done” to go to your Learning Center home page.

If, instead of this page, you get an error message saying a similar profile has already been entered: Click the “Log In” button at the top of the screen to return to the DHS Learning Center home page; then repeat Steps 1 through 5.



Step 6:

Make sure to bookmark <https://dhslearn.hr.state.or.us> for future visits.

- You may want to take the “Introduction to Learning Center” course at this link: https://dhslearn.hr.state.or.us/kc/ilc/course_launch_scorm_review.asp
- You can edit your profile information, login ID and password at any time by going to the “User Profile” tab on your Learning Center home page.

