

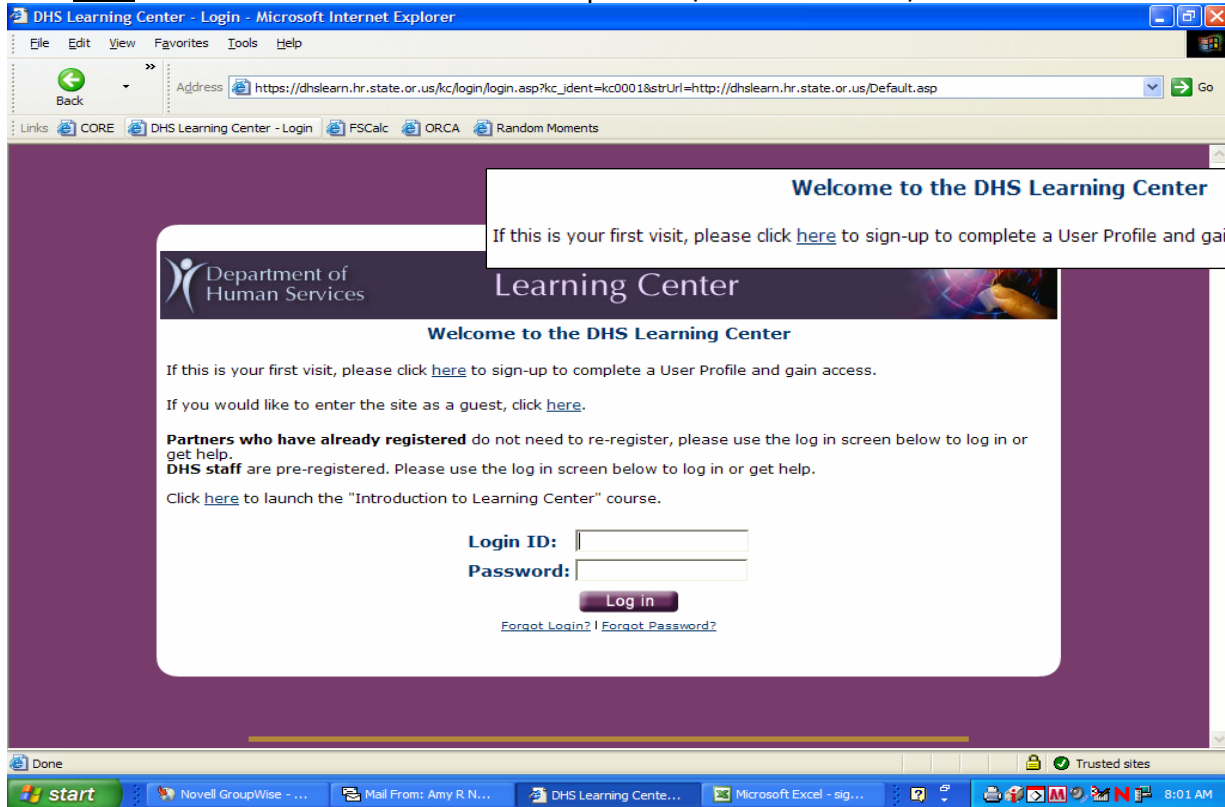
DHS Learning Center Registration Instructions

Go to the DHS Learning Center Website: <https://dhslearn.hr.state.or.us>

ALREADY REGISTERED: Login the DHS Learning Center with your user name and password. If you have forgotten your username or password, use the links [forgot password](#), or [forgot username](#), underneath the login fields and follow the instructions to retrieve your username, and/or password.

FIRST TIME USERS

- Use the [here](#) link located in the first line of the picture (see inset below)



- DHS employees select: "I am a DHS employee". If you are *not* a DHS employee, select "I am a DHS partner."

The screenshot shows a registration selection screen with the title "DHS Learning Center". At the top, there is a "Log in" button. Below it, the text reads: "To begin registration, please choose one of the selections below and then click **Submit**." There are two radio button options: "I am a DHS employee, and believe I am not preregistered to the site." and "I am a DHS partner signing-up for the first time." At the bottom, there are "Submit" and "Cancel" buttons.

- Select submit. DHS employees follow the rest of the instructions. For “DHS Partners”: The following screens will ask you additional information. Using the drop down arrow select “Other Organizations” then hit “Expand”.

REGISTER
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**.

Root Organization: Other Organizations **Expand** **Select**

Choose Next Level
Other Organizations

- Using the drop down arrow select the organization that best describes you then hit “Expand”.

REGISTER
Select Organization

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

Root Organization: Other Organizations **Expand** **Select** **Cancel**

Sub Organization: Choose Next Level **Expand**

08-Social Service / Associations / Advocates
09-Education
10-Employment Services
11-Brokerages
12-Boards, Commissions and Councils
13-Medical Service Providers
14-Residential / Treatment Facilities
15-Adoptive or Foster Parents / Foster Provider
16-Child Care Providers
17-In-Home Care Providers (not Home Health Services)
18-Respite Providers

- Using the drop down arrow select the best description then hit “Select”. This will bring you to another screen which will ask for your name, address, contact information etc. However, do not worry about providing a vendor number or provider number. You only have to fill in the fields that have a star. When you select “Done” it will take you to the main Learning Center page where you can register for classes.

REGISTER
Select Organization

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

Root Organization: Other Organizations **Expand** **Select** **Cancel**

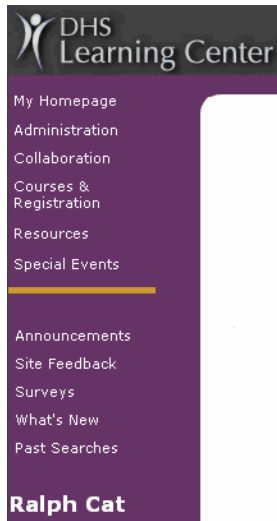
Sub Organization: 15-Adoptive or Foster Parents / Foster Provider **Expand**

Sub Organization: Choose Next Level **Expand** **Select**

Choose Next Level
Don't Know/Don't See It
Adoptive Parent without Foster Children
Adult Foster Providers
Foster Parents

COURSE REGISTRATION

- Once you are logged in the Learning Center, select *Courses & Registrations* from the menu on the left hand side.



- Select *Find a Course and Register* (the link with the picture of a computer).



- In the *keyword* field type in *the name of the training* and select **Search**

COURSES & REGISTRATION
[Find a Course and Register](#)

Topic: All ▼

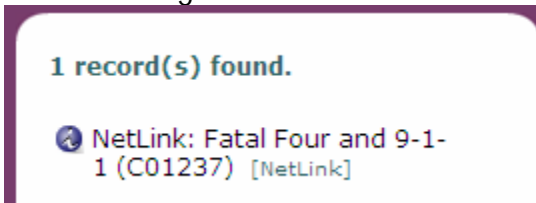
Keywords: All Words ▼

Course #:

Active Inactive Both

[Search](#)

- In the bottom left select Online: Select the desired training.



- Select the *Register*.

NetLink: Fatal Four and 9-1-1

Type: NetLink

Available: Now available

Cost: \$0.00

Sponsor: Seniors and People with Disabilities

NOTE: All registrants must take the class individually - not in a group - to receive CEUs for this course. Aspiration, constipation, dehydration can affect all of us, however for the clients we serve; these conditions can lead to other serious complications and possibly death. Seizures are not common in the general population, but for those clients with seizure activity, it is important to have service providers who know how to minimize or prevent complications, and to lessen the impact of a seizure on the clients' quality of life. Knowing how to recognize and take action when someone is at risk of, or experiencing, any of these conditions is essential when providing support services for another person.

#	Date	Time	Status
6	01/12/2010-01/12/2010	01:00 PM-03:30 PM	Register

At a computer near you