

ILEARNOREGON

HOW TO CREATE A NEW ACCOUNT

This job aid walks you through the steps for creating an account in iLearnOregon for non-state employees.

To create a new account in iLearnOregon you need to complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From the iLearnOregon login page, select **Create New Account**. This will take you to the User Information screen.



Recent Announcements

First Time Log-In For State Employees
If you are logging into iLearnOregon for the first time, enter your Employee ID# in the Login ID and Password fields. NOTE: Employee ID Letters need to be capitalized. For additional help, take this 2 minute tutorial on how to log into iLearnOregon.

How To Create A New Account
If you began your employment with the state of Oregon AFTER 11/19/2008, or are a city/county or other non-state partner, you may need to create a new account. Please review this brief job-aid, then select Create New Account below.

Statewide Course Catalog
Statewide courses are offered to all state agencies and/or local governments. Search the statewide course catalog before logging into iLearnOregon.

If you need any additional help, please email DAS Support at the link below.

[▶ Create New Account](#) ▶ [Forgot Login?](#) ▶ [Forgot Password?](#) ▶ [Email DAS Support](#) ▶ [iLearn Help Resources](#)

3. From the User Information page you will need to select **Not a State Employee**.

* Type State Employee
 State Employee using a non-State email
 Not a State Employee

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4. Enter your *full first* and *last name*.
5. Enter in your *email address* where you want any system emails to be sent to.
6. Enter text for your *Login ID*. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.

* Last Name

* First Name

Middle Name/Init

* Email Address

* Choose a login ID

Language

Region

Time Zone



7. Select *None*. The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.

The code seen next to job title is the Job Classification Code. This should match the classification code as printed on your [pay stub](#) .

Non-state employees do not need to select this and may bypass by clicking Next.

Job Title



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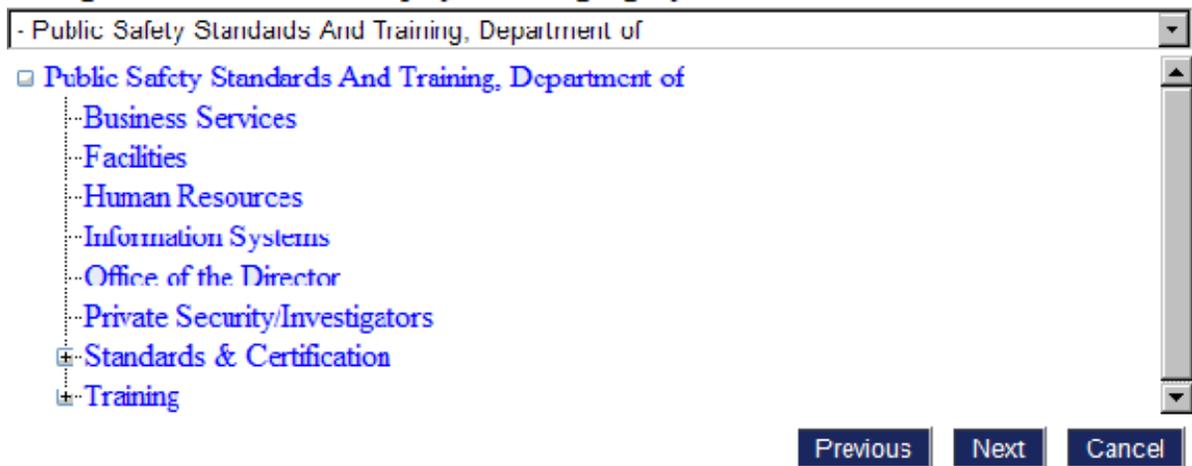
8. Select the *drop down* menu and search for *Public Safety Standards And Training, Department of*.

Start by selecting your agencies organization tree using the drop down. Navigate through the organization tree that is displayed and highlight your unit or section name.



9. Select *Public Safety Standards And Training, Department of* and then the organization tree will show.

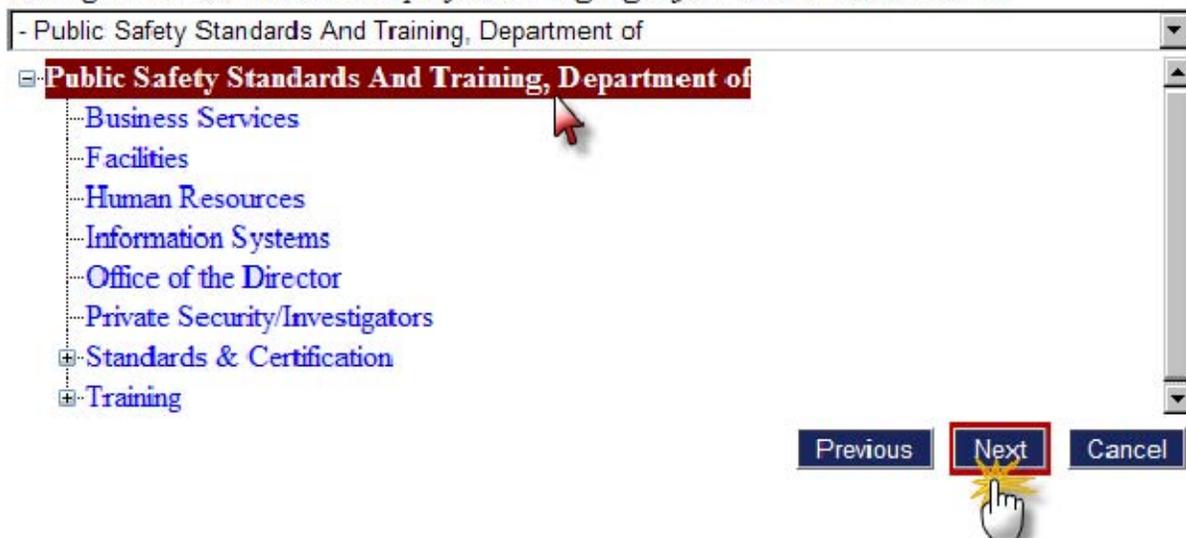
Start by selecting your agencies organization tree using the drop down. Navigate through the organization tree that is displayed and highlight your unit or section name.



10. On the organization tree, select *Public Safety Standards And Training, Department of*.

11. Click on *Next*.

Start by selecting your agencies organization tree using the drop down. Navigate through the organization tree that is displayed and highlight your unit or section name.



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12. On the Select Manager screen, select ***None***

Non state employees do not need to select a manager and may bypass by clicking Finish.

Manager



13. Click ***Finish***.

You will receive an email with a temporary password to log into iLearnOregon.

To log into iLearnOregon you need to complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From the iLearnOregon login page, enter your ***Login ID*** and ***Password***.



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3. Select ***Login***. This will take you to your homepage.