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. From the drop-down menu, click Learning Center.
3. When the Learning Center menu expands, click Course Catalog. This will take you to the course catalog page.

4. 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.

5. Under the Title menu, click on the Class Title.
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The Sections page lists all of the upcoming sections of the course. This page also provides additional course information (i.e. prerequisites, learning objectives and more). If clicked, the information icon provides section event details (instructor, location, etc). To register for a section, click on the Section Title.

6. From the Enrollment page, select Enroll and you will be enrolled in the classroom course.
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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.

Cancelling from a Classroom Course

You can cancel your enrollment in the course at anytime up through the enrollment cancellation deadline.

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 the Class Title. Click Cancel Enrollment on the next screen. Both you and your manager will receive an email confirming your cancellation.