HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES

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.
3. From the User Registration screen you will need to select Not a State Employee.
**ILEARNOREGON**  
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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 &.

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   - First Name: Jane
   - Last Name: Doe
   - Middle Name/Init:
   - Email: jane.doe@gmail.com
   - Choose a login ID: janedoe

7. For the Job Title, leave it on **(None Selected)**. The job titles in the drop list come from the State’s Position and Personnel Data Base (PPDB) and only apply to state employees.

   ![Job Title Dropdown]

8. For Organization, select the **drop down** menu and search for **Other, Non State Employees** and select it.

   ![Organization Dropdown]

9. For Manager, leave it blank.
10. Click **Submit**.

A confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration.

The confirmation email will only be active for 1 day.

You will receive an email with instructions on how to confirm your account.