ILEARNOREGON
HOW TO CREATE A NEW ACCOUNT FOR STATE EMPLOYEES

Important Information

In order for a state employee to create a new account you must have some specific information.

You must know your first and last name exactly as it appears on your paycheck stub; or you must know your Employee Identification Number (i.e. OR1234567).

When you are selecting your job title, you may see the same one multiple times but with a different job classification code. Your paycheck stub identifies what your job classification code is so that you can select the correct job title.

Create New Account

To create a new account, 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 page.

Recent Announcements

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.

iLearn TEST region
Data in test has been refreshed as of 11/01/2010.
3. From the User Registration screen you will need to select one of the following options for type:
   → Select State Employee if you have a valid state issued email address (i.e. jane.doe@state.or.us)
   → Select State Employee with Non-State Email if you don’t have a valid state issued email address or would like to use an alternative email address.

4. Enter your full first and last name.
5. Enter your Employee ID. You can locate your Employee ID on your pay stub.
6. Enter your email address.
7. Enter text for your Login ID. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.

8. Using the drop down menu, select your Job Title. The job titles come from the State’s Position and Personnel Data Base (PPDB) and are in alphabetical order. **REMEMBER**: If there are several of the same job titles listed, look for the one with the same job classification # that was on your paycheck stub.
9. Using the drop down menu, select which **state agency** you work for.

10. Once you select your agency, a listing of your agencies divisions/sections/units will display. Select the appropriate one by clicking on the name.

11. Using the drop down menu, see if your manager is listed. If your manager is listed click on your managers name. If your manager isn’t listed, select *(None Selected)*.
12. 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.