

Creating a new account (Cemetery Volunteer Corps)

Access the iLearn site at <https://ilearn.oregon.gov>

iLearnOregon State Government's Learning Community

Supported Browsers: IE V.6, 7 and 8 Firefox V.3 through 7

* **Login ID**

* **Password**

iLearnOregon now on 64bit Servers!
iLearnOregon is now active on the new 64bit servers.

[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. Browse all of the iLearnOregon help resources at the link above.

[How To Create A New Account For State Employees](#)
If you are a new state employee, please review this brief job-aid, then select Create New Account below.

[How To Create A New Account For Non-State Employees](#)
If you are new to iLearnOregon, 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](#)

Click on **“Create New Account”** at the bottom of the screen.

The next screen will have a message like the one below. Click **“OK”**

Please enter all required fields (those marked with an *) to self-register. A confirmation email will be sent to you.

Depending on the organization (optional) you select, your registration may also need to be approved.

State of Oregon employees:

Please enter your name and employee ID as they appear on your pay stub. Item D on the sample shows you where the employee ID field is found.

[Show Sample Pay Stub](#)

Email addresses should be entered using your public email address and not your agencies internal email address. For example: yourname@state.or.us instead of yourname@odf.state.or.us.

Login ID should be at least six characters long, and *must not* contain any spaces.

If you need assistance please contact your supervisor or [iLearnOregon Administrator](#) .

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Fill in the following information on the page.

The screenshot shows the 'User Registration' page on the iLearn Oregon website. The page has a header with the 'iLearn Oregon' logo and 'State Government's Learning Community'. The registration form includes the following fields and callouts:

- 1**: Radio button selection for 'Not a State Employee'.
- 2**: Callout pointing to the 'First Name' and 'Last Name' input fields with the text 'Enter First and Last Name'.
- 3**: Callout pointing to the 'Email' input field with the text 'Enter a valid email.'.
- 4**: Callout pointing to the 'Choose a login ID' input field with the text 'Choose a login ID. Example (1st initial & last name)'.
- 5**: Callout pointing to the 'Job Title' dropdown menu with the text 'Job Title: Click on the arrow at the right and select 'Volunteer - T0007''. Another callout points to the 'Organization' dropdown menu with the text 'Organization: Click on the arrow at the right and select 'Parks and Recreation Department', select the + next to 'Heritage & Community Programs', select 'Volunteers'.'.
- 6**: Callout pointing to the 'Submit' button.

iLearn will confirm that your account has been created with a message.



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.

Close the window or tab and go to your email to activate the account.

Contact Cara or Jami if you need further assistance.

Cara Kaser cara.kaser@state.or.us
Jami Quiring jami.quiring@state.or.us