



iLearnOregon How to Create a New Account for Non-State Employees

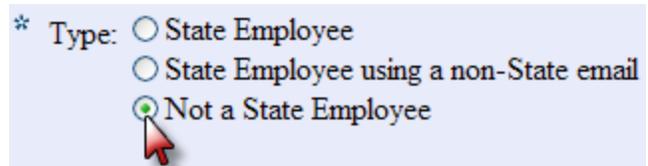
This job aid provides the steps for creating an account in iLearnOregon for **Non-State Employees**.

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**.



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 &.

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:



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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: (None Selected)

8. For Organization, select the **drop down** menu and search for **State Fire Marshal, Office of** and select it.
9. After you select State Fire Marshal, Office of, the blue sub-organizations will appear. Select the sub-organization that you belong to.
 - IF you are from an **Oregon Fire Department**, click the **plus (+)** sign and select your department
 - IF you are a civilian, select Oregon Community Associations

Organization: - State Fire Marshal, Office of

- State Fire Marshal, Office of
 - All Oregon Fire Departments
 - Fire and Life Safety Services (External Users)
 - License and Permits (External Users)
 - Oregon Community Associations
 - OSFM Employee Sections
 - Other, Building Code Officials
 - Other, Out of State Personnel

Click on the drop down FIRST

10. For Manager, leave it blank.
11. 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.