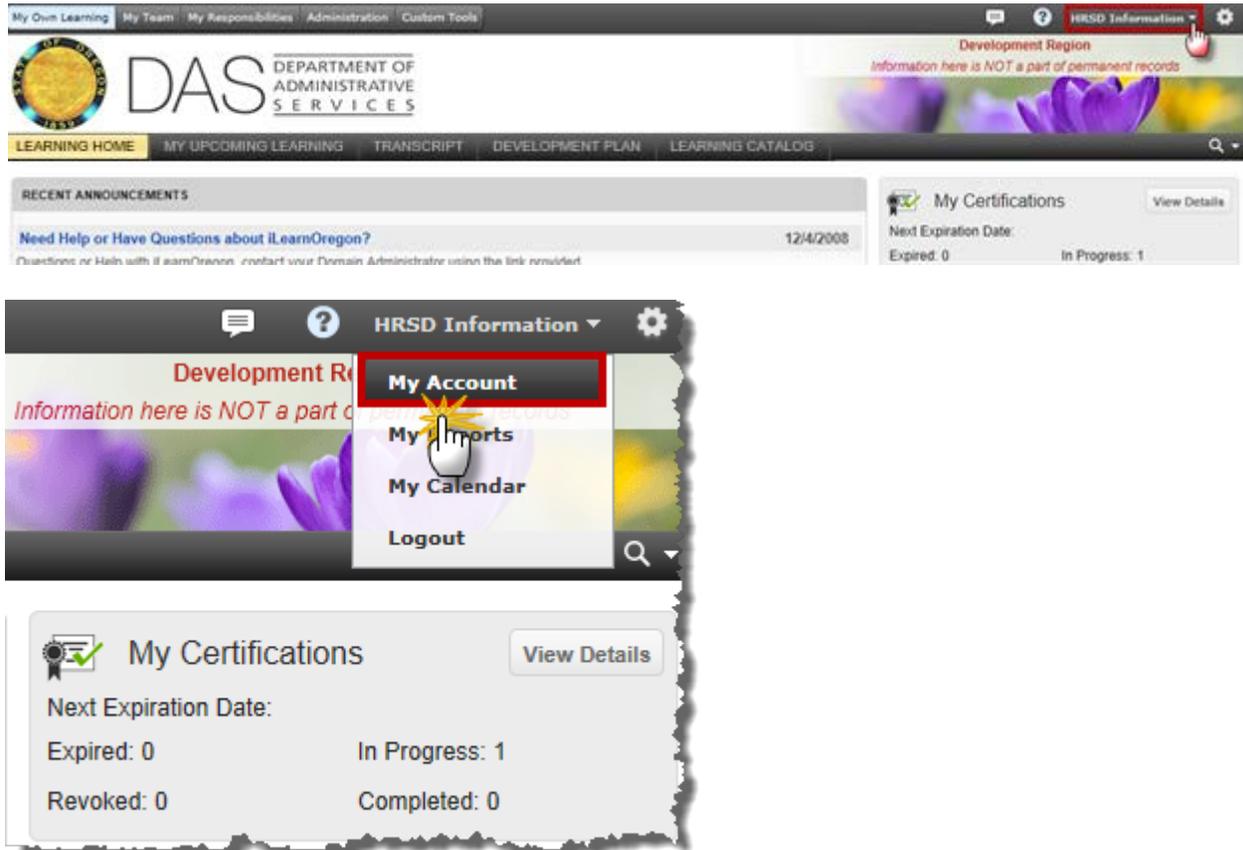


iLearnOregon

Modifying Your Account Information

To modify your account information, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the top-right of the screen you will see your name with a drop-down arrow. Click on the arrow and select **My Account**.



iLearnOregon Modifying Your Account Information

- On the My Account page you will see your user information, work information, qualification, and preferences. To edit any of those options, click on the **Edit** button next to the option you want to edit.

MY ACCOUNT		Edit Login ID	Edit Password	Select Primary Domain	Edit Security Questions
User Information Edit					
First Name	Jane				
Middle Name					
Last Name	Doe				
✉ Email Address	jane.doe@state.or.us				
☎ Work Phone					
Home Phone					
Mobile Phone					
Fax					
📍 Address					
City					
Non-U.S. State/Province					
U.S. State					
Country	UNITED STATES				
Postal Code					
DOR PTD Certification #					
Work Information Edit					
Organization(s)	Administrative Services, Department of (Primary)				
Job Title(s)	No job title (Primary) View History				
Manager(s)					
Company					
Company Address					
Company City					
Company U.S. State					
		Preferences Edit			
		LANGUAGES			
		Primary Language	English (US)		
		Secondary Language			
		Region	English (United States)		
		Time Zone	(GMT-08:00) Pacific Time (US and Canada); Tijuana		
		DISPLAY			
		Skin	DAS Domain Skin		
		# of Records (per page)			
		PRIVACY			
		Make my contact information public	No		
		Make my professional information public	No		
		COMMUNICATION			
		Send messages to my email address (as shown in my profile)	Yes		
		Send messages to my messages area (within the system)	No		

- There are buttons on the top that allow you to edit your login ID, password, select your primary domain, and edit your security questions.

MY ACCOUNT	Edit Login ID	Edit Password	Select Primary Domain	Edit Security Questions
------------	---------------	---------------	-----------------------	-------------------------

iLearnOregon

Modifying Your Account Information



The State's Position and Personnel Database (PPDB) does a nightly feed into iLearnOregon whenever a personnel action is completed. When you edit your account the following information will be overridden by PPDB.

- Last and First Name
- Email
- Organization
- Job Title