DHS Learning Center Registration Instructions

Go to the DHS Learning Center Website: https://dhslearn.hr.state.or.us

ALREADY REGISTERED: Login the DHS Learning Center with your user name and password. If you have forgotten your username or password, use the links forgot password, or forgot username, underneath the login fields and follow the instructions to retrieve your username, and/or password.

FIRST TIME USERS

- Use the here link located in the first line of the picture (see inset below)

- DHS employees select: “I am a DHS employee”. If you are not a DHS employee, select “I am a DHS partner.”
• Select submit. DHS employees follow the rest of the instructions. For “DHS Partners”: The following screens will ask you additional information. Using the drop down arrow select “Other Organizations” then hit “Expand”.

• Using the drop down arrow select the organization that best describes you then hit “Expand”.

• Using the drop down arrow select the best description then hit “Select”. This will bring you to another screen which will ask for your name, address, contact information etc. However, do not worry about providing a vendor number or provider number. You only have to fill in the fields that have a star. When you select “Done” it will take you to the main Learning Center page where you can register for classes.
COURSE REGISTRATION

- Once you are logged in the Learning Center, select Courses & Registrations from the menu on the left hand side.
- Select Find a Course and Register (the link with the picture of a computer).

- In the keyword field type in the name of the training and select Search

- In the bottom left select Online: Select the desired training.
- Select the Register.