



Oregon

Health Licensing Agency

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BOARD OF BODY ART PRACTITIONERS; EARLOBE PIERCING iLEARN OREGON NEW USER GUIDE

The Oregon Health Licensing Agency protects the health, safety and rights of Oregon consumers.

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Please Note: iLearn Oregon is NOT compatible with certain web browsers including Google Chrome and Firefox 10.

SECTION 1: SELF REGISTRATION

1. Go to <https://ilearn.oregon.gov> on the internet.
2. Click "Create New Account" at the top of the login page.
3. User Registration:
 - a. Select "Not a State Employee";
 - b. Type in your first name, last name and middle initial;
 - c. Type in your email address: Note: you **must have your own unique email** address (cannot be a general department one with multiple users);
 - d. Type a **login ID** (something you will remember; hint *write it down!*), it must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.
 - e. Click on the down arrow  to the far right of organization and scroll down to "Oregon Health Licensing Agency"; select Oregon Health Licensing Agency;
4. Choose "Submit".
5. Two confirmation emails will be automatically sent to you, the first e-mail will be a welcome e-mail with your login. The second e-mail will contain your new temporary password.
6. Copy or write down your temporary password from the e-mail. If you copy your temporary password, make sure you do not copy spaces; the system will think they are characters and will not be able to read it.
7. Go back to <https://ilearn.oregon.gov>.
8. Type in your Login ID;
9. Paste or type in your temporary password (If you type your temporary password, make sure you do NOT have Caps Lock on, but do include caps if there are some in your temporary password).
10. Create a new password (make sure you use something you can remember):
 - a. Paste or type in your temporary password;
 - b. Type in your new password twice;
 - c. **Congratulations: you are now logged in to your account.** You will automatically be taken to My Homepage.

SECTION 2: TAKING THE COURSE AND EXAMINATION

1. Click on Learning Center (in the top blue line).
2. Click on Course Catalog.
3. Type in "CCSSIC" in the search text box;
4. Click "search".
5. Click on the underlined course named **OHLA_iLearn_CCSSIC**.
6. Click on "Open Current Attempt".
7. Choose  Click Here To Start.
8. Choose  to enlarge the page (this icon is in the upper right hand corner).
9. Choose  to enlarge the screen.
10. Choose  to start the education program.
11. Choose  to take the examination.
 - The person who is logged in should be the person taking the test. Do not share answers.
12. After your examination is completed, your results will automatically generate.
13. Choose "Finish".
14. Choose  in the upper right hand corner to exit.
15. Choose "OK" to exit the course.
16. You will return to the OHLA_iLearn_CCSSIC page.
17. Choose "View Certificate".
18. Choose "Print" in the upper left hand of the screen. *This certificate must be presented at the time of application.*
19. After Printing, choose "Close Window".
20. Log out of iLearnOregon.

SECTION 3: TROUBLE SHOOTING AND HELP

Be aware the system is SLOW! When maneuvering in the system only click **once** then wait; you should be able to see the green scroll at the bottom of the page. If you click multiple times it will slow the system even further or you will get an error page.

Don't use the Back button on your browser while in the system. To go back a step use the "bread crumb" trail at the top of the page, (i.e.: Home>>My Workspace>>My Account>>) or the **Return** button at the bottom of some functions.

For Help:

1. Brief descriptions of all areas and the items within them, go to: 'Help Center' and click on the drop down needed.
2. For a detailed description of a particular page, click on the  in the upper right hand corner of each page.