



Introduction to iLearn for OYA



First Steps:

Click on the round **iLearn button** below to login.

(or log in to iLearn by going to OYANet - click on Training - then click on the iLearn Oregon login button)



Your default login ID and password for iLearn are both your OR number. Only the O and R are letters, the rest is all numbers (OR0012345).

* Login ID
OR0012345

* Password
.....

Log In

All OYA employees need to log into the iLearn system. At the bottom of the login screen are “help” links to Forgot Login and Forgot Password.

- ▶ Create New Account
- ▶ **Forgot Login?**
- ▶ **Forgot Password?**
- ▶ Email DAS Support
- ▶ iLearn Help Resources

If you are a newer OYA employee (around February 2011 or after) you may need to create an iLearn account using your OR number. Please read the information on the login page about creating a new account.

Once you are successfully logged in, you need to review your profile information. Click on “My Account” and chose “Edit Profile”.



You can also view your transcript by going to the “My Workspace” tab on the left-hand side navigation and click on “My Transcript”.

In the profile window you will see tabs across the top. Review the information in the tabs and make sure it is correct. If you make any changes or add information remember to click “Save”.

Contact | Manager | Organization | Job Title | Professional | Preferences

Edit Contact Information | Preview

Do not enter any personal information (such as your personal cell phone number) Keep all iLearn information work related.

Save

If you have any problems or questions email **OYA iLearn** (OYAiLearn@oya.state.or.us)