



First-time Login Instructions

Website: <https://ilearn.oregon.gov/>

Use the table below to get started in iLearnOregon (iLearn).

Type of user	iLearn Login	iLearn Password	What to do next
You were hired before July 1, 2016	OR#	temp1234 (all lowercase)	Go to Page 2
You were hired after July 2, 2016	OR#	OR# (OR is capitalized)	Go to Page 2
I've used iLearn before!	Use your iLearn login ID	temp1234 (all lowercase)	Go to Page 2

NOTES:

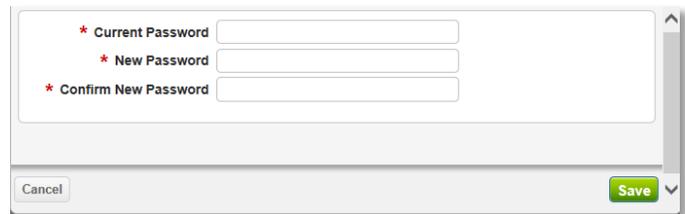
Learning Center training records will move to iLearn in November 2016.

These instructions are for DHS|OHA staff *only*. Partners have different instructions located in the [FAQs](#).

First-time Password Change

You'll be asked to change your password the first time you log in. The password must be a minimum of six characters, but does **not** require numbers, symbols or a capital letter.

1. In the **Current Password** field, enter your temporary password.
2. Enter your new password in the **New Password** and **Confirm New Password** fields.
3. Click the **Save** button.



A screenshot of a web form for changing a password. The form contains three input fields, each with a red asterisk to its left. The labels are: '* Current Password', '* New Password', and '* Confirm New Password'. Below the input fields, there are two buttons: a 'Cancel' button on the left and a green 'Save' button on the right. The 'Save' button has a small downward-pointing arrow next to it.

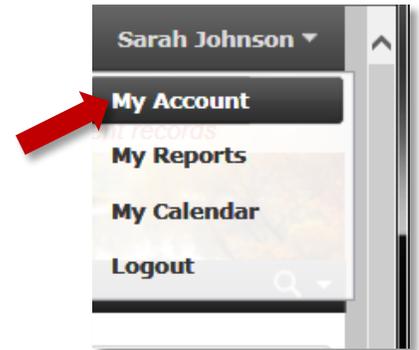


Update your iLearnOregon Account

Is this your first time using iLearnOregon (iLearn)? Have you used iLearn before? Please follow these instructions to update your iLearn account.

Open Your Account Page

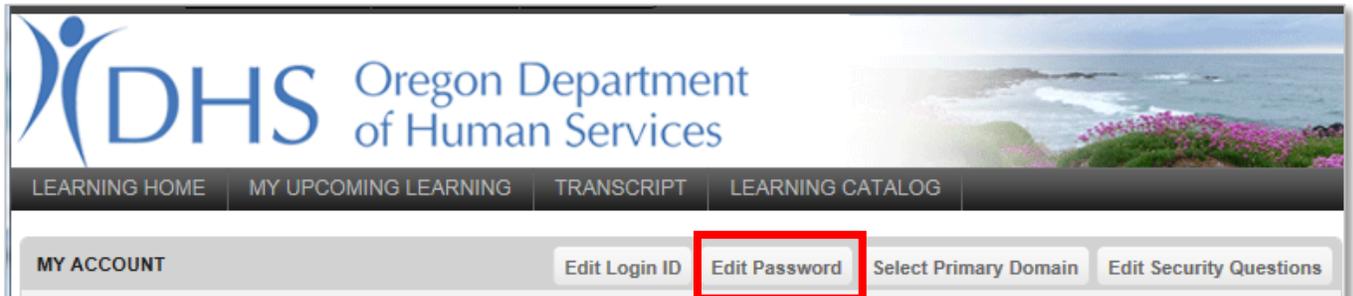
1. Follow this link to access iLearn <https://ilearn.oregon.gov> and log in.
2. On your homepage, click on **My Account**. It's under your name on the upper right of the screen.



Password change

After your initial login, follow these steps if you need to change your password in the future. Remember that the password must be a minimum of six characters, but does **not** require numbers, symbols or a capital letter.

1. Click on **Edit Password**.



2. In the new window, enter your current password. Then enter your new password.
3. Click the **Save** button.

A screenshot of the password change form. It contains three input fields: '* Current Password', '* New Password', and '* Confirm New Password'. Below the fields are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted in green.

Update your iLearnOregon Account

Update Name and Email Address

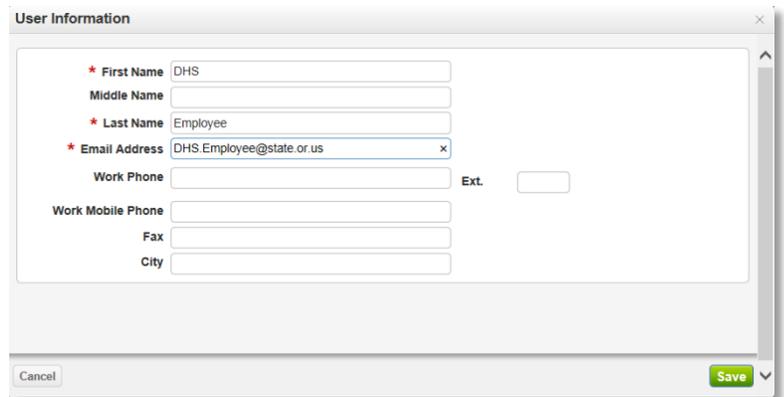
1. On the **User Information** box, click the **Edit** button.



2. In the new screen, update your **First** and **Last** name.

NOTE: This is how your name appears on training records, sign-in sheets and certificates.

3. Update your **Email Address**.

A screenshot of a web form titled "User Information". The form contains several input fields: "First Name" (with "DHS" entered), "Middle Name", "Last Name" (with "Employee" entered), "Email Address" (with "DHS.Employee@state.or.us" entered), "Work Phone", "Ext." (with an empty field), "Work Mobile Phone", "Fax", and "City". There are "Cancel" and "Save" buttons at the bottom of the form.

NOTE:

- Users cannot share an email address.
- Each account will need its own email address.

4. Click the **Save** button.



Update your iLearnOregon Account

Turn on Messages

iLearn sends you training messages.

Examples:

- When you've signed up for a training
- Training is cancelled
- An instructor needs to email you
- The training location changed
- You were on a waitlist and are now registered

NOTE: This only works if you have email messages turned on. You also need an email address in your profile.

1. In the **Preferences** box, click the **Edit** button.



2. In the new screen, **check** the box next to **Send messages to my email address (as shown in my profile)**.



3. Click the **Save** button.



Update your iLearnOregon Account

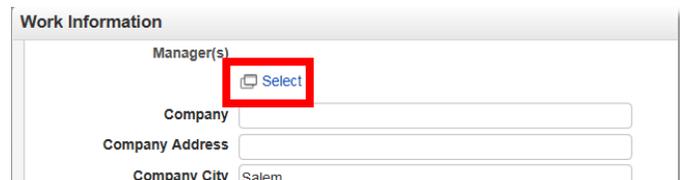
Update your manager

Your manager can receive notices when you register for training. They can also review your transcript. First, however, you must select them as your manager. **NOTE:** Remember to update your manager whenever your manager changes.

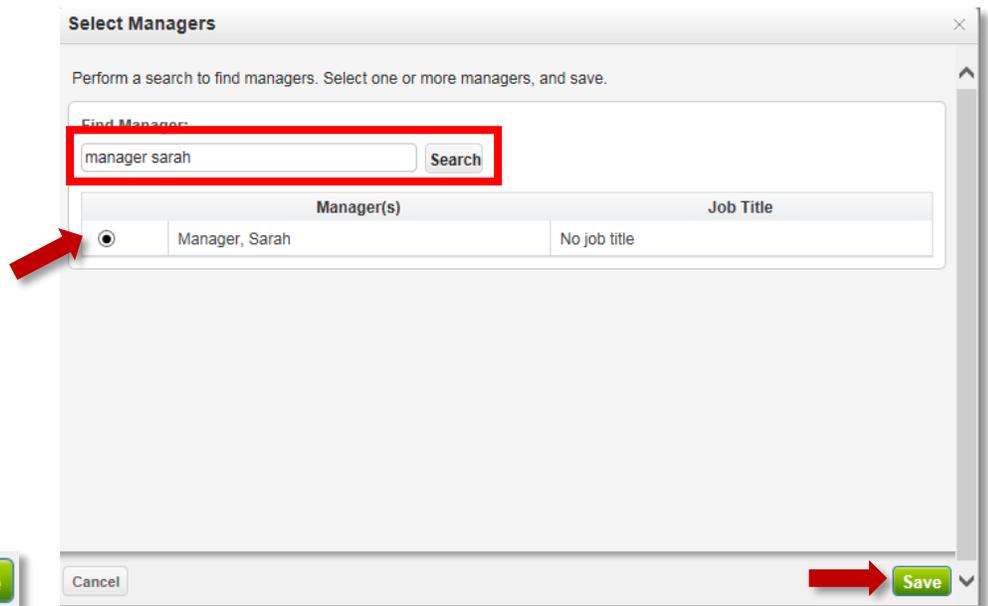
1. In the **Work Information** box, click the **Edit** button.



2. In the new screen, Click on **Select** under **Manager**.

A form titled "Work Information" with a light gray header. It contains several input fields: "Manager(s)" with a "Select" button next to it, "Company", "Company Address", and "Company City" (with "Salem" pre-filled). The "Select" button is highlighted with a red box.

3. In the new screen, type your manager's name into the **Search** box and click **Search**.

A dialog box titled "Select Managers" with a light gray header. It contains a search area with a "Find Managers:" label, a text input field containing "manager sarah", and a "Search" button. Below the search area is a table with columns "Manager(s)" and "Job Title". The table has one row with a radio button selected next to "Manager, Sarah" and "No job title". A red arrow points to the radio button. At the bottom of the dialog, there are "Cancel" and "Save" buttons. A red arrow points to the "Save" button.

4. Click the button next to your manager's name.

5. Click **Save**.



6. You will now be back on the **Work Information** box.
 - You can choose to select a **Job Title**.
 - You can choose to add your **Work Address**.

7. Click **Save**.



Update your iLearnOregon Account

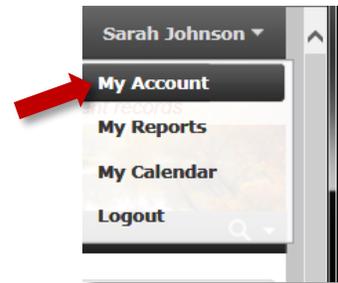
Set Password Questions

If you forget your iLearn password, you can reset it yourself by setting up security questions. You need to set up a minimum of one question.

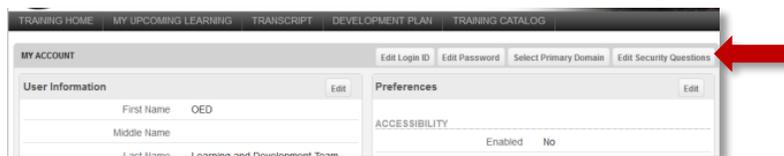
Be sure to answer the security questions the first time you log in.

1. Log into iLearn. If you forgot your username or password, contact the Service Desk at 503-945-5623.

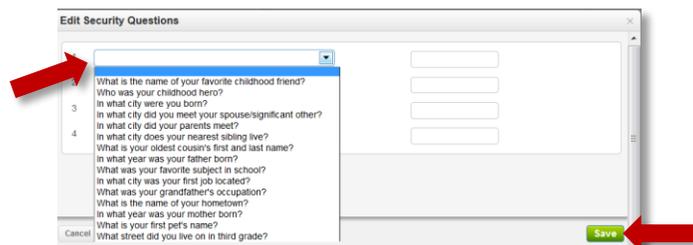
2. On your homepage, click on **My Account**. It's located under your name on the upper right of the screen.



3. Click on **Edit Security Questions**.



4. For each of the drop downs, choose one **Question** to answer. Type the answer to each question in the matching answer box.



5. When you're finished, click **Save**.