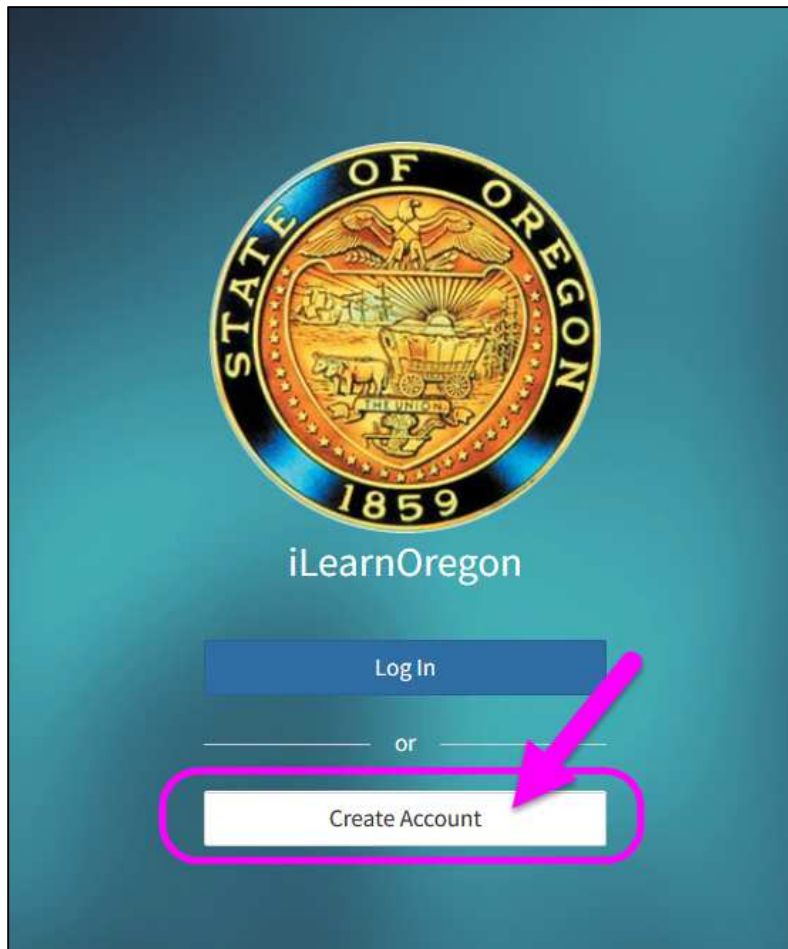


How to Create a User Account in DHS iLearn

1. Go to DHS' iLearn website. <https://ilearn.oregon.gov/>
2. Once at the iLearn website, click on **Create Account**.



3. In the **User Registration** page, select **“Not a State Employee”** for **Type**, and then complete the items marked with a red asterisk (*) shown on the next page.

Check to be sure that your email address is entered correctly, as information from iLearn will be sent to this email.

User Registration

Please enter all required fields (those marked with an *) to self-register. A confirmation email will be sent to you.

If you need assistance please contact your supervisor or [iLearnOregon Administrators](#).

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:

Job Title:

Organization:

Manager:

4. Next, to be sure you can also access other PSW or HCW trainings & information offered by the Oregon Home Care Commission, you will need to select the correct **ORGANIZATION** information.

User Registration

Please enter all required fields (those marked with an *) to self-register. A confirmation email will be sent to you.

If you need assistance please contact your supervisor or [iLearnOregon Administrators](#).

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:

Job Title:

Organization:

Manager:

In the dropdown for **ORGANIZATION**, open & scroll down to select: “– **Human Services, Department of**”. This will open additional menu options.

* Type:

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:

Job Title:

Organization: - Human Services, Department of

Manager: (None Selected)

Submit

Once selected, additional menu options will appear. Scroll down those options until you find **“At Home Care Providers (not Home Health Services)”**, and then under that, select **“Home Care or Personal Support Worker”**.

Organization: - Human Services, Department of

- Adult Foster Providers
- Foster Parents
- Relative Caregiver
- At-Home Care Providers (not Home Health Services)
- Homecare or Personal Support Worker
- In Home Comprehensive Services
- Boards, Commissions, and Councils

With your User Registration information completed as shown below, click on **SUBMIT**.

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name: First

* Last Name: Last

Middle Name/Init:

* Email: your email goes here

* Choose a login ID: create a login ID

Job Title: (None Selected)

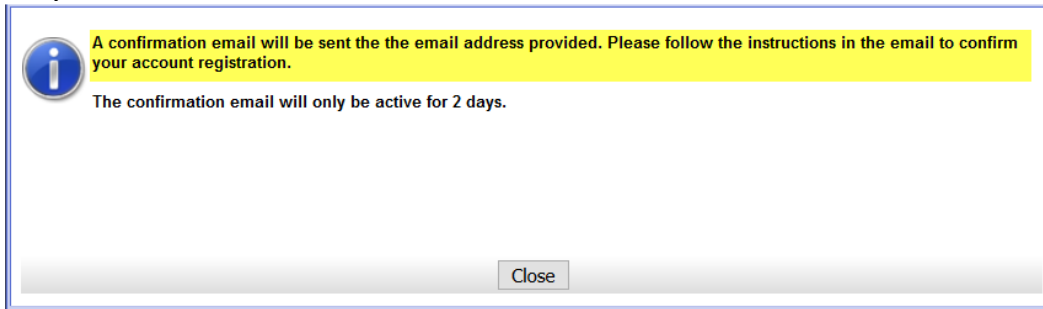
Organization: - Human Services, Department of

- Human Services, Department of
 - Department of Human Services Partners
 - Adoptive or Foster Parents / Foster Provider
 - At-Home Care Providers (not Home Health Services)
 - Homecare or Personal Support Worker
 - In Home Comprehensive Services

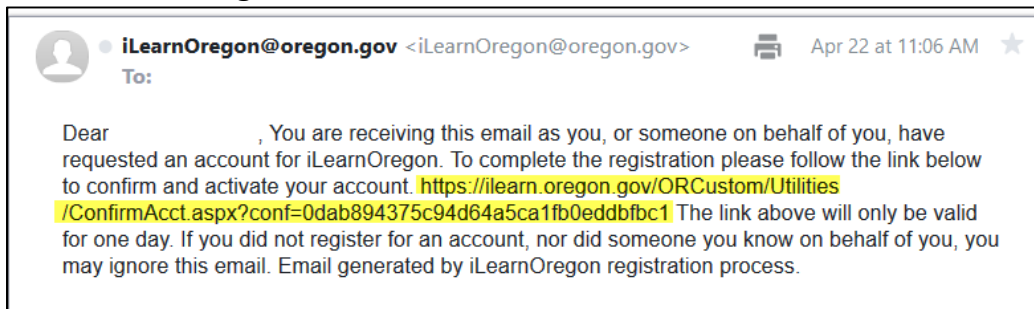
Manager: (None Selected)

Submit

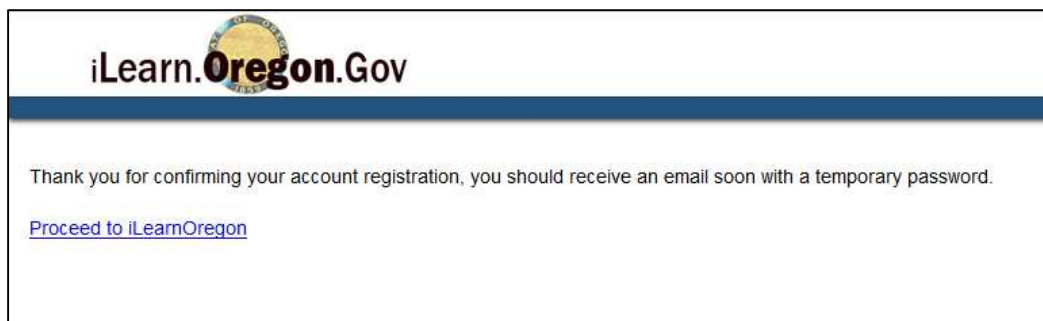
5. You will receive a confirmation pop-up message that an email has been sent to the email address you provided. Click **CLOSE** to close this message, and then check your email.



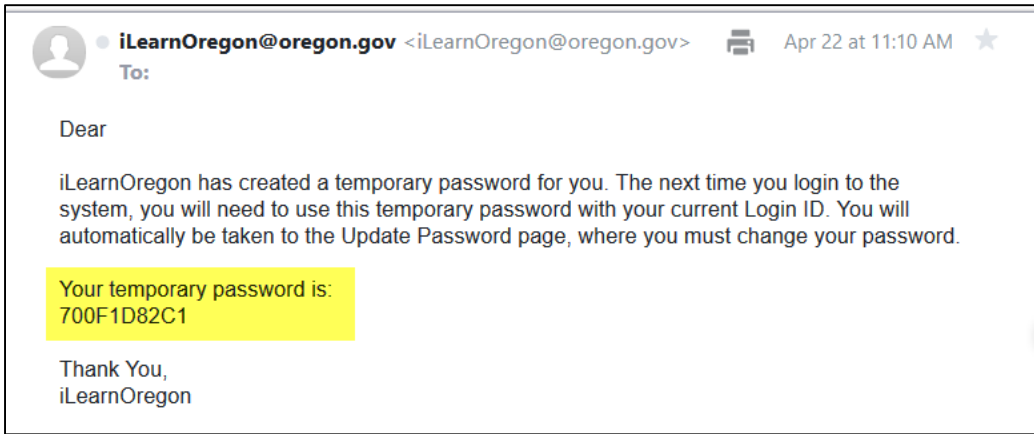
6. From your personal email account, find the email that was sent to you from iLearn. **You may need to check your “junk” or “spam” folders if you do not see it in your “inbox”.** Use the link sent to you in that email (either click on the link or copy/paste it into an internet browser search window) to complete your iLearn user registration.



7. If your account confirmation is successful, you will receive 2 more emails: a confirmation message & a **THIRD email** from iLearn with your temporary password.




8. Check your personal email again for the temporary password email from iLearn. **Again, you may need to check your “junk” or “spam” folders, if you do not see it in your “inbox”.**



9. Use the temporary password to login to iLearn.



10. When you login for the first time, you will be prompted to select a new password. Create your new iLearn password & then click **SAVE**.


iLearn.Oregon.Gov

***Current Password**

the temporary password that iLearn sent you

***New Password**

a NEW PASSWORD that you create

***Confirm New Password**

your NEW PASSWORD again



11. You should be successfully logged in to iLearn.

12. Use the [***"How to Register for a PSW EVV Orientation Session"***](#) guide to register.