

iLearnOregon Registration

for Homecare and Personal Support Workers

Before registering for an online course, a worker must first register as a user on iLearnOregon.

To have a successful learning experience, please note the following:

- ✓ Use a Computer – **not a phone or tablet**
- ✓ Don't own a computer? Public computers may be available in locations such as libraries or Worksource.
- ✓ Online classes will be offered *in addition* to in-person classes. We encourage you to choose the setting that is right for you!

Help is available:

1. If you haven't read the Oregon Home Care Commission webpage about online training, you may find your answer there <https://go.usa.gov/xmDC4>
2. If you have problems registering for an iLearnOregon account or logging on to iLearnOregon contact the iLearnOregon help desk. There is a Forgot your login ID or password page on the login screen too.

iLearnOregon Contact Information:

Open: Monday - Friday (except holidays).

Hours: (8:00 AM – 4:30 PM)

Email: DHS.TRAINING@dhsosha.state.or.us

Call: (503) 947-5457

3. If you have a question about a class, receiving credit for a class or receiving a stipend contact the Oregon Home Care Commission (OHCC) customer service team:

OHCC Customer Service:

Open: Monday – Friday (except holidays)

Hours: (8:00 AM – 4:30 PM)

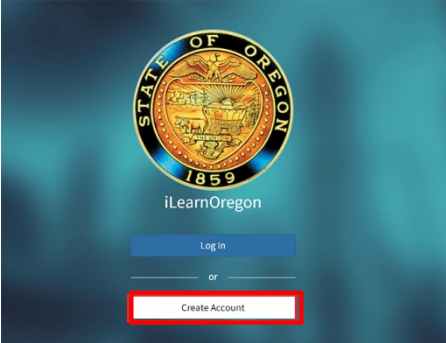
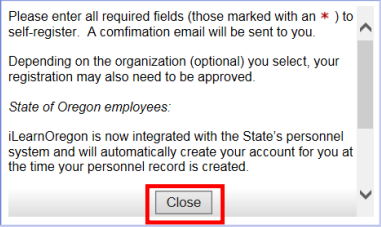
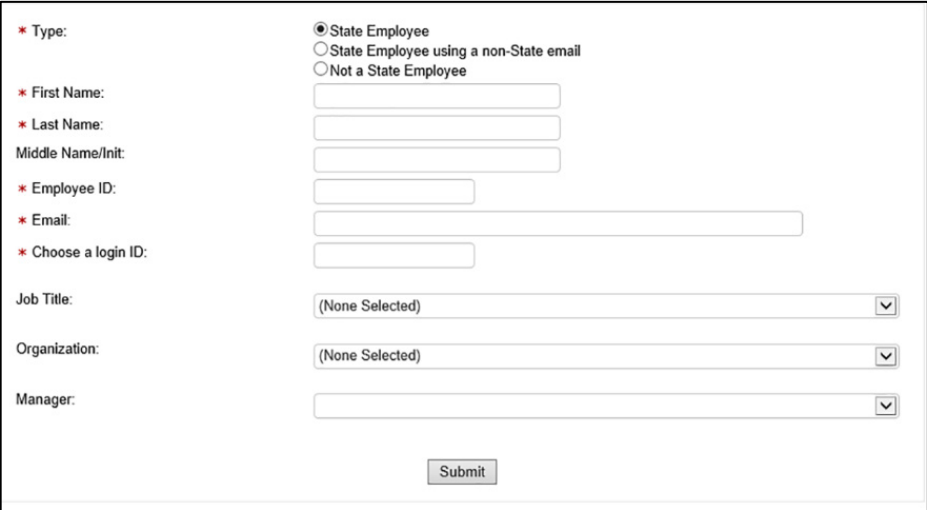
Email: Training.OHCC@dhsosha.state.or.us

Call: 877-867-0077

How to register as a user of iLearnOregon:

Read through all the steps below *before* you begin.

Make sure you complete each step!

1.	<p>Go to - https://ilearn.oregon.gov Use Firefox as your browser. Other browsers may work but if you call for support iLearnOregon will first ask you to try Firefox to see if your problem is resolved.</p>
2.	<p>Click “Create Account” (the grey button in the lower middle of the screen).</p> 
3.	<p>Click “Close” on this pop up window.</p>  <p>Please enter all required fields (those marked with an *) to self-register. A confirmation email will be sent to you.</p> <p>Depending on the organization (optional) you select, your registration may also need to be approved.</p> <p><i>State of Oregon employees:</i></p> <p>iLearnOregon is now integrated with the State's personnel system and will automatically create your account for you at the time your personnel record is created.</p>
4.	<p>Now you will see a screen that looks like this. Steps 5 – 12 will explain how to how to fill out each field.</p> 

5.	<p>Select Not a State Employee.</p> <p>* Type: <input type="radio"/> State Employee <input type="radio"/> State Employee using a non-State email <input checked="" type="radio"/> Not a State Employee</p>
6.	<p>Enter your First and Last name. Use the same name (your legal name) that you will used for your Criminal Background check.</p> <p>* First Name: <input type="text" value="Jane"/></p> <p>* Last Name: <input type="text" value="Doe"/></p>
7.	<p>Enter a valid email address</p> <ul style="list-style-type: none">• An email address can only be used one time in iLearnOregon.• You must have access to this email in order to confirm your account before the registration process will be complete.• Use the same email address you will use, or have used, to sign up for the Oregon Home Care Commission Registry. https://or-hcc.org/ <p>* Email: <input type="text" value="Jane.Doe@gmail.com"/></p>
8.	<p>Enter a Login ID. This is a unique ID you will make up. If you have your Provider Number already this would be a good unique number to use.</p> <p>* Choose a login ID: <input type="text" value="JaneDoe123"/></p>
9.	<p>Do not Select a Job Title. Leave this field as (None Selected).</p> <p>Job Title: <input type="text" value="(None Selected)"/></p>

10. **Select Organization:**

a. Select the down arrow to bring up the list.



Organization: (None Selected) [v]

b. Scroll down and select **Human Services, Department of** from the list.

- Employment Relations Board
- Energy, Department of
- Environmental Quality, Department of
- Fish and Wildlife, Department of
- Forest Resources Institute, Oregon
- Forestry Department
- Geology & Mineral Industries, Department of
- Government Ethics Commission, Oregon
- Governor, Office of the
- Health Related Licensing Boards
- Higher Education Coordinating Commission
- Housing and Community Services, Oregon
- Human Services, Department of**
- Judicial Department - Judges in the Public Employees Retirement System
- Legislative Policy & Research Committee
- Occupational Therapy Licensing Board
- Oregon State Board of Geologist Examiners
- State Board of Examiners for Speech-Language Pathology and Audiology
- State Landscape Architect Board
- State Mortuary And Cemetery Board

c. A drop-down menu will appear in blue. Next to “Adoptive or Foster Parents/Foster Provider,” click the minus sign (-) to hide the extra information.

Organization: - Human Services, Department of

- Human Services, Department of
 - Department of Human Services Partners
 - Adoptive or Foster Parents / Foster Provider**
 - Adoptive Parent without Foster Children
 - Adult Foster Providers
 - Foster Parents
 - Relative Caregivers

d. Under “At-Home Care Providers (not Home Health Services),” click on **Homecare or Personal Support Worker**.

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

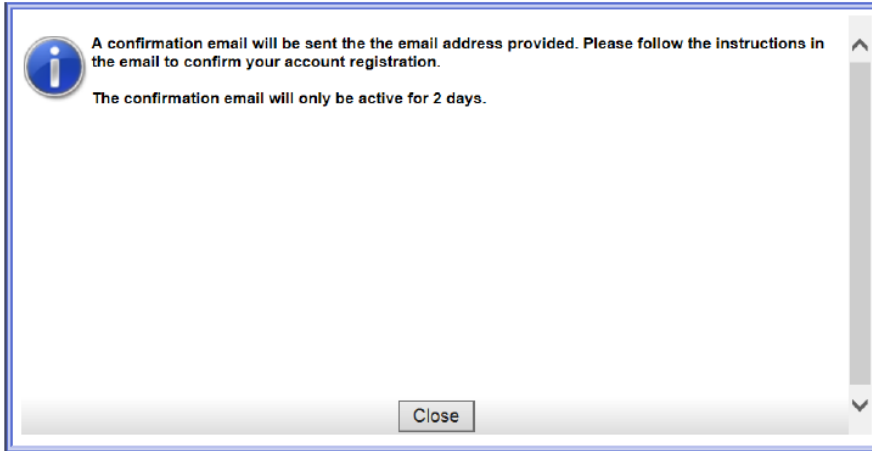
11. Do not Select a Manager. Leave this field as (None Selected).

Manager: (None Selected) [v]

12. **Select the Submit button.**

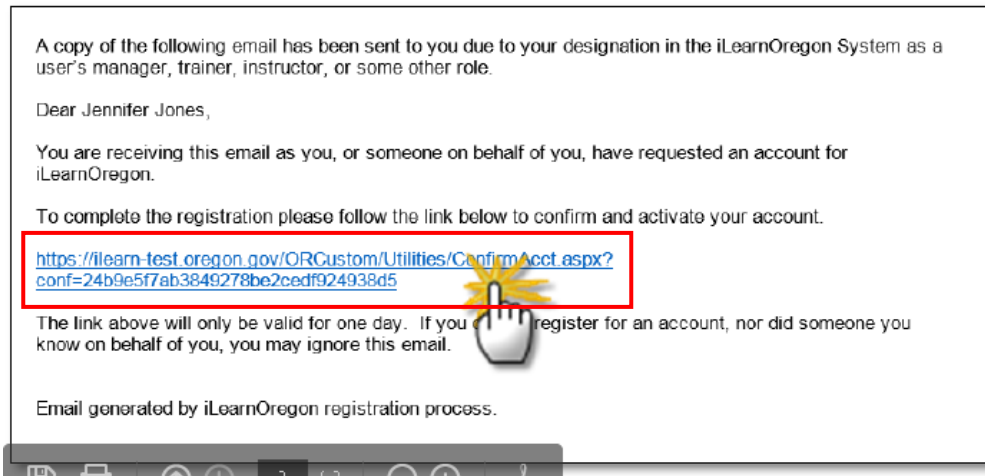
Submit

13. You now have **48 hours** (2 days) to confirm your account before your registration expires and you have to start the process from the beginning.



14. You will get an email that looks like the one below just a few minutes after you complete step 14. Click on the link in the Confirmation email. If you do not receive the confirmation email check your junk mail folder.

If you don't click on this link you will not complete the registration process.



15. Clicking on the link in step 14 will generate two emails.

1. The first one will have your Account information in it and confirms you are registered.
2. The second one will contain your temporary password which is only **valid for 24 hours**.

If you do not receive these emails please email DHS.TRAINING@dhsosha.state.or.us or call (503) 947-5457 between 8:00 AM – 4:30 PM, Monday - Friday (except holidays).

16. Once you have received the email with your temporary password, **login** to <https://ilearn.oregon.gov> with your Login ID (from step 8 above) and the temporary Password provided in the email.

17. You will now be asked to create a permanent password. Use your temporary password in the Current Password field and use whatever you want to use for your permanent password in the New Password and Confirm New Password fields and press the green Save button.

Save this information in a safe place so you are able to login to the system in the future. If you lose or forget your login ID or password, use the links on the iLearnOregon login page to recover them.

After you create your permanent password you will be taken to your Home page. You can now use the links below to go directly to the training class or orientation you are looking for.

PDC Online Courses:

Helping Caregivers Fight Fraud and Abuse <https://go.usa.gov/xU2uv>

Keeping It Professional <https://go.usa.gov/xUTqe>

Working Together <http://go.usa.gov/xPBku>

Orientations:

Personal Support Worker Orientation <https://go.usa.gov/xRVMz>

Classroom Training:

COMPASS <http://go.usa.gov/xU6D4>

Enhanced Certification Training <https://go.usa.gov/xUHgs>