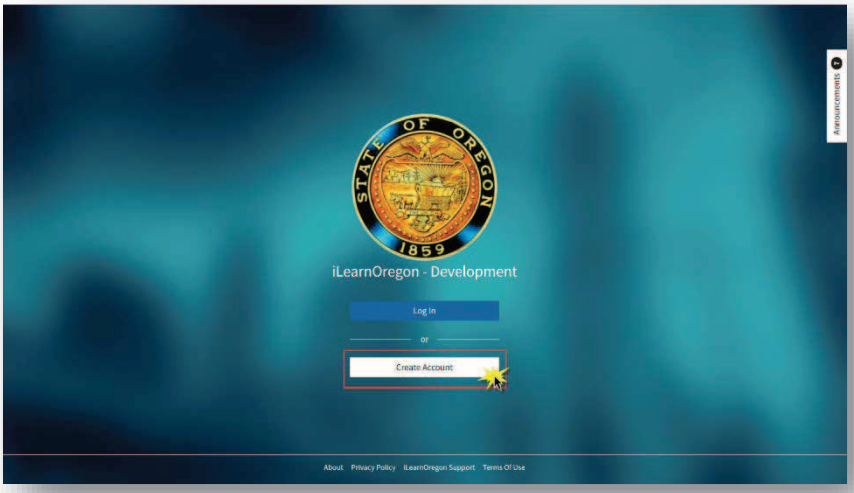
iLearnOregon

Creating User Account - Not a state employee

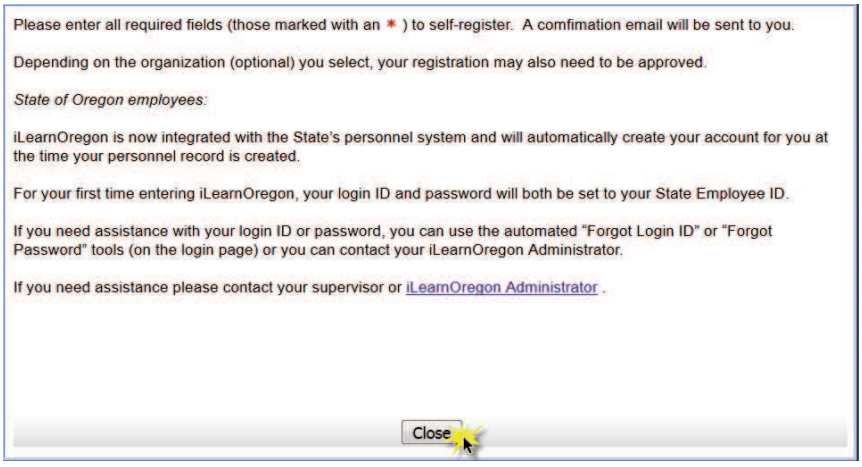
This job aid provides you with the steps to create a new user account.

Go to - https:ilearn.oregon.gov

1. *Click* Create Account.

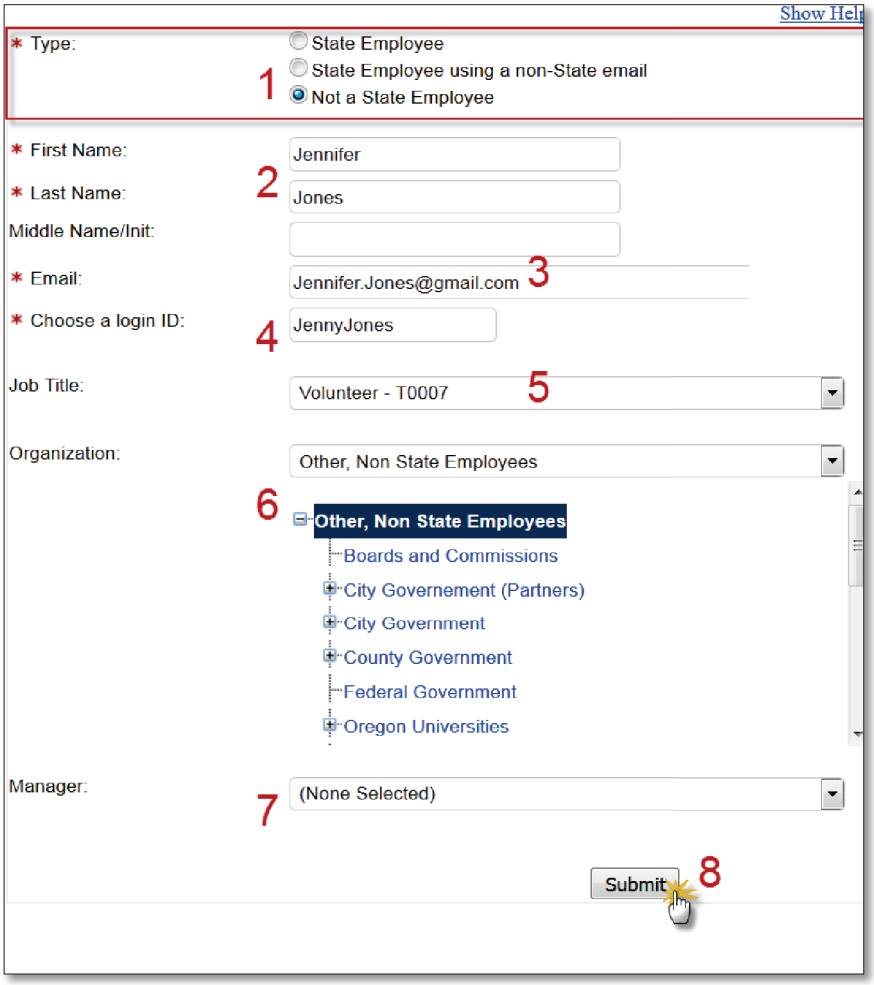


2. *Click* Close on this pop up window.

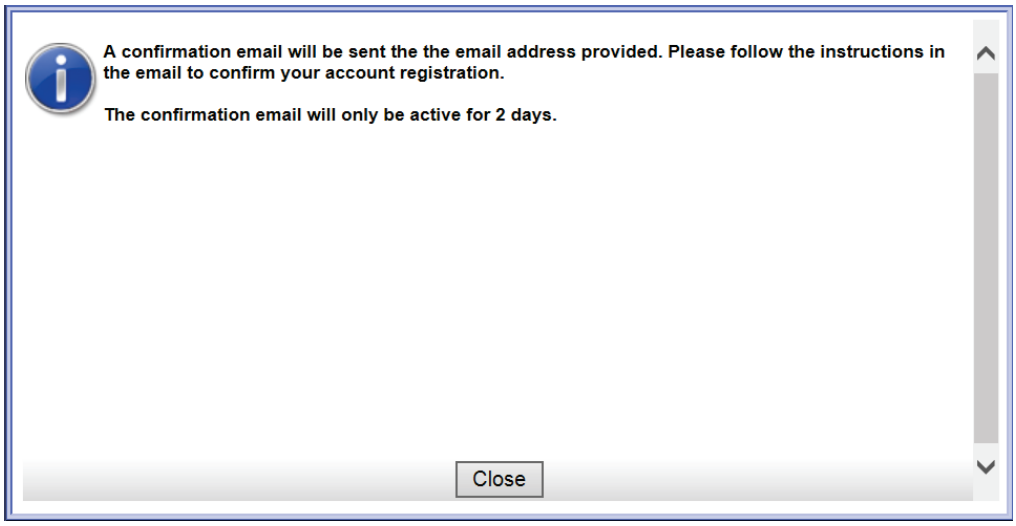


*If the window will not close try decreasing your display by using (**Ctrl** and -) or using your browser menu, if that doesn't work try completing your registration in a different browser.*

1. *Select* **Not a State Employee**
2. *Enter* First and Last name
3. *Enter* valid email address
    a. An email address can only be used one time in iLearn
    b. You will have to access this email in order to confirm your account before the registration process will complete
4. *Enter* your Login ID (must be unique)
5. *Select* **Job Title**
    a. This is not mandatory, if you search and do not find an appropriate title just leave blank.
6. *Select* **Organization**
    a. If you are unsure of what Organization you should be selecting contact the person that directed you to create an account for assistance.
    b. Creating your account in the **Other, Non State Employees** domain may not give you access to the training you need.
7. **Manager**, leave this blank
8. *Select* the **Submit** button

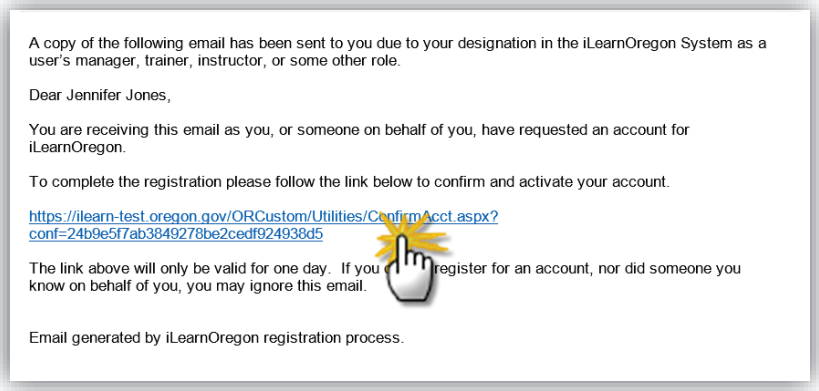


3. You now have **48 hours** (2days) to confirm your account before your registration expires and you have to start the process from the beginning.



4. As soon as you click the link (once) you will receive and email with your Login ID and your temporary password.

You can now log into iLearnOregon.



If you double click on the link it will give you an error message that the account request has expired.