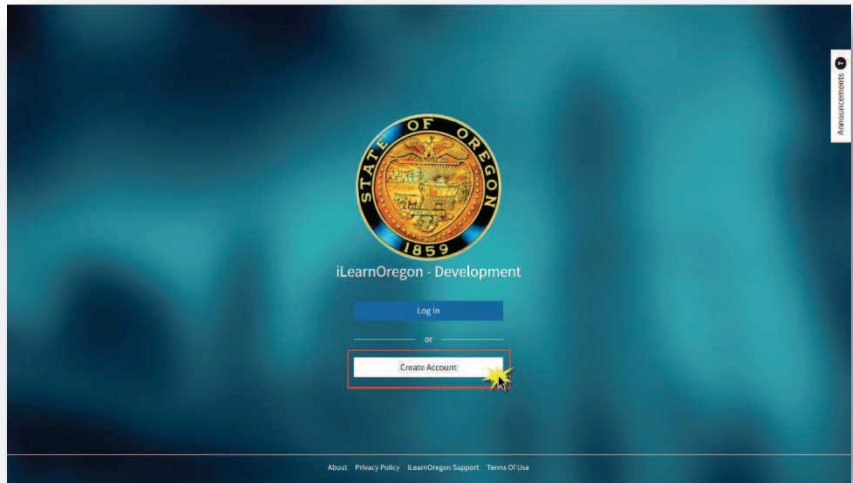


Creating User Account - Not a state employee

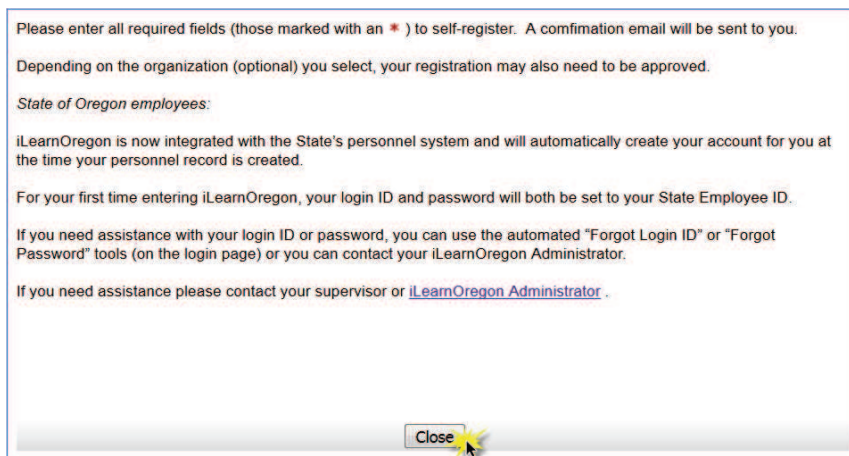
This job aid provides you with the steps to create a new user account.

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.

Creating User Account - Not a state employee

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

[Show Help](#)

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee **1**

* First Name: Jennifer **2**

* Last Name: Jones **2**

Middle Name/Init:

* Email: Jennifer.Jones@gmail.com **3**

* Choose a login ID: JennyJones **4**

Job Title: Volunteer - T0007 **5**

Organization: Other, Non State Employees **6**

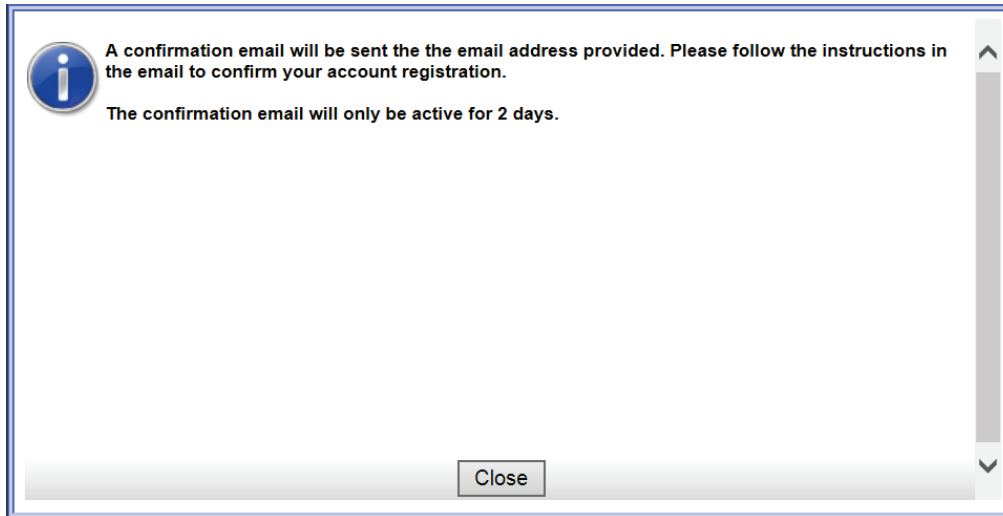
- Other, Non State Employees
- Boards and Commissions
- City Government (Partners)
- City Government
- County Government
- Federal Government
- Oregon Universities

Manager: (None Selected) **7**

8

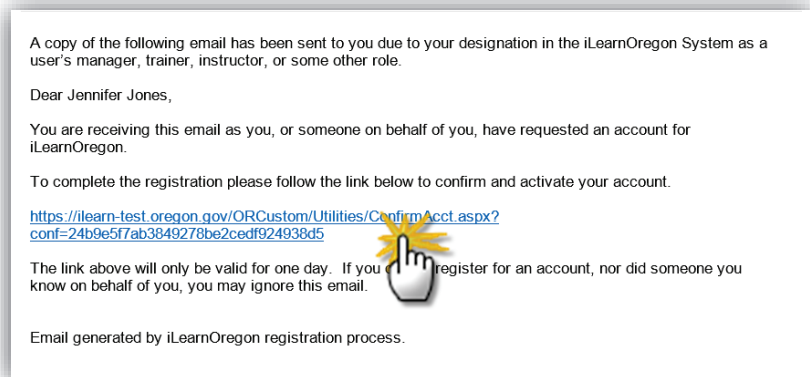
Creating User Account - Not a state employee

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



- 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.