

# ***ILEARNOREGON***

## ***HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES***

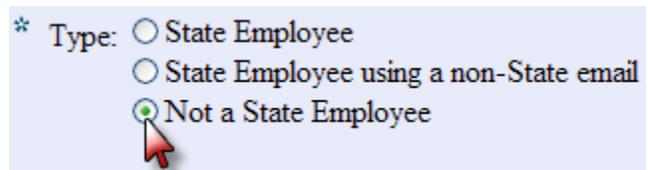
This job aid walks you through the steps for creating an account in iLearnOregon for **non-state employees**.

To create a new account in iLearnOregon you need to complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From the iLearnOregon login page, select **Create New Account**. This will take you to the User Information screen.



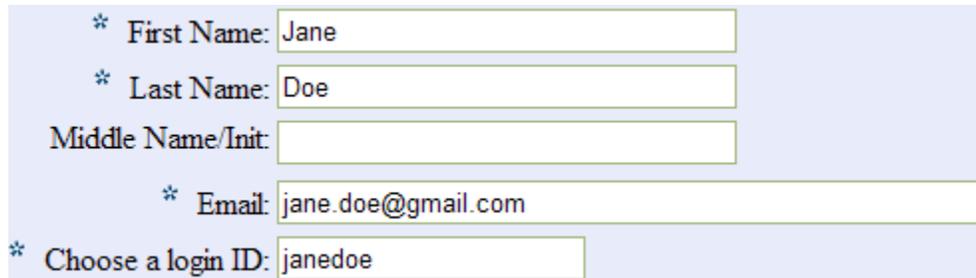
3. From the User Registration screen you will need to select **Not a State Employee**.



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4. Enter your ***full first*** and ***last name***.
5. Enter in your ***email address*** where you want any system emails to be sent to.
6. Enter text for your ***Login ID***. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.



\* First Name:

\* Last Name:

Middle Name/Init:

\* Email:

\* Choose a login ID:

7. For the Job Title, leave it on (***None Selected***). The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.



Job Title:

8. For Organization, select the ***drop down*** menu and search for ***Other, Non State Employees*** and select it.



Organization:

9. For Manager, leave it blank.
10. Click ***Submit***.



**A confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration.**

**The confirmation email will only be active for 1 day.**

You will receive an email with instructions on how to confirm your account.