

## HOW TO ACCESS A COURSE

**STEP 1:** Log in to iLearnOregon. Once you have completed the log-in process you will be taken to the iLearnOregon My Homepage.

**STEP 2:** From the left side navigation, click **Learning Center**.

**STEP 3:** From the Learning Center, click **Course Catalog**.

**STEP 4:** **From the Search Text field**, type a search term. Press **Search**. Courses in the catalog that match your search term will appear. **Or**, put nothing in the Search Text Field and press Search. All courses in the catalog will appear.

To view information about the course click on the "i" (blue circle) in the left hand column.

**STEP 5:** Once you select a course, to the far right of the selected course name, under the Action column:

a. **For a Classroom course** select **View Sections** and click **Go**. Once you choose a section (if there are various sections, an arrow in a green circle indicates available), under the Action column, select **Go** next to Enroll. A separate Enroll screen will appear. Select **Enroll** again. You will receive a course registration e-mail.

b. **For an On-line course** select **Enroll**. A separate Enroll screen will appear. Select **Enroll** again. You will automatically return to the course screen and will see that the course is now underlined. You will also receive a course registration e-mail.

**To start the course** - click on the underlined course title. A separate pop-up window appears. From the pop-up screen, click on the underlined course title again to launch the course.

**STEP 6:** Once you have completed the course, from the left side navigation, select **My Workspace**, and then **My Transcript** to view the completed course.