
iLearnOregon New User Instructions

Oregon Military Department

February 25, 2009

GETTING STARTED IN iLEARNOREGON

Do I already have an account in the iLearnOregon system?

If you are a permanent employee hired prior to November 19th 2008 you should already have an account in the system. Follow the instructions below.

Before you get started

NOTE:

Do not use the Back button on your browser while in the system. It will error out. To go back a step use the "bread crumb" trail at the top of the page, (i.e. Home >>My Workspace>>My Account>>) or the Return button at the bottom of some functions. When finished in the system go to the upper right hand side of the screen and hit the Log Out button.

You may need to enable the pop ups for this system in your browser. Go to Tools and choose Pop Up Blocker from the menu.

Note that the system will automatically generate e-mails to you and your supervisor regarding your training assignments, enrollment, class cancellations or system roles. There is no need to respond to these e-mails. They are informational only.

For assistance using the system try the help functions or ask your section Course Manager. If they are unavailable to help you contact HR.

A. Log in to Your Account

Most state employees are already set up in the system. To access the learning management system, go to <https://ilearn.oregon.gov> . Access your account using your OR ID number as the login and password. Enter it as capital OR then the number with no spaces. . If the system does not give you access, go to the B. Create a New User Account below this section.

Once you are in the system, as a first time user it will take you to the Edit Password screen. You will need to select a permanent password for yourself. Then hit SAVE You will get a message on the screen welcoming you to the system and giving you simple instructions about the site.

B. Create New User Account

To access the learning management system, go to <https://ilearn.oregon.gov>. The bottom tool bar has an option for Create New Account on the left. Complete all required fields with astricks.

C. Account Configuration

As a new user we ask that you also perform the following functions:

On the left side of the screen under My Workspace select My Account by clicking on it.

You will be given 3 options:

- Edit Login ID
- Edit Password
- **Edit Profile**

1. Please go into Edit Profile and fill in your Contact Information hit **SAVE**.
2. Go to the workflow steps and choose "Manager".



Contact	Manager	Organization	Job Title	Professional	Preferences
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You will need to choose your manager by doing a name search. Once the name appears choose it by checking the circle next to their name and hit **SELECT**

MANAGER next,

3. Click on "Organization" in the workflow and scroll down to the OMD organization you belong to and Select it.
4. Go to "Job Title" and make sure that the proper job classification is listed for you.
5. Go to "Preferences" and make sure that you set your view records preferences to 100 items and set other preferences as you wish.
6. Optionally, go to "Professional" to further personalize your information if you wish.

Now you are ready to use the system! For help or questions about any page you can click on the blue circled ? at the top right corner and a screen will come up with detailed instructions about whatever page you happen to be on.

D. My Workspace Basics

My Homepage will provide you with links to commonly accessed personal training information.

Scheduled Training – will show you all training you are currently enrolled in

Required Training – will show you when your supervisor has listed training as required for you. You will still need to go into the Learning Center and Course Catalog and enroll in it.

Collaboration Spaces – Some courses may have materials or interactive discussions attached to them, this is where you will access the materials or blogs assigned to the course.

My Transcript – contains all the training items that you have started or completed as of 2009.

My Learning Plan – Where you can view all your current training activities whether scheduled or required.

Learning Center – is where you will find the Course Catalog and register for training.

There are some areas in iLearnOregon you will not have access to, if you find you need to perform a function that is unavailable to you, contact your Course Manager.

E. Registering for a Class

- STEP 1:** Log in to iLearnOregon. Once you have completed the login 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 window, search for your desired class. If you do not enter a keyword it will bring up trainings for other Agencies as well.
- STEP 5:** If the course is marked with a green ✓ it is available, if a red – mark is visible the course is being edited and is not currently available for registrations.
- STEP 6:** To the far right of the course name, under the Action column, select **View Sections** and click . Select the desired section and click next to enroll. A confirmation screen appears. Select **Enroll** again to confirm your registration.
- STEP 7:** Once you have enrolled, you will receive an e-mail confirmation and it will appear in your "Scheduled Training" on your Homepage.
- Note:** When you register, you are enrolling in a Course *Section*. Just because a Course is listed there may not be a current offering (section) available to register for. Check back with the system for upcoming opportunities or ask the Training Coordinator for future dates.

D. Frequently Asked Questions

1. I am trying to register as a new user but the system says my email is already in use, what does that mean?
Your user account has already been added to the system. Use your OR# as your login and password. You will still need to access the system to set up a permanent password and profile.
2. Can the Course Manager sign me up for classes?
The only way to get registered for courses is to self register through the system. You must do this even if the course is assigned to you or required. You may be batch enrolled by the Course Manager.
3. How do I cancel registration for a course?
To cancel your registration you should go into your [Scheduled Training](#) in your [Workspace/My Homepage](#) and find the training. On the right side under the Action menu go to the drop down list for that training where it says Cancel Enrollment hit [GO](#). Some trainings have a cancellation date set, if you try and cancel after that date you will not be able to and will be liable for any course fees set for that class.
4. I want to sign up for a course but the course/section is not showing up.
"Courses" are titles and descriptions of what may be offered and are set up in the system for repeated use. Course Managers will set up specific class offerings (Sections) under the Course headings as they become available. If the course you are interested in is unavailable it is because either the course is being temporarily managed in the system or the Section has not been set up yet.
5. How does a course get on my transcript?
Once you have attended or completed a course the instructor or course manager will check off in the system that you attended. Once they mark it as completed it will automatically go on your transcript.
6. If I see something wrong on my transcript who do I contact?
Contact your section Course manager or the iLearnOregon Agency Administrator.
7. I keep getting errors, what could be wrong?
If you have used the "Back" button on your browser tool bar the system will error out. Try refreshing your screen or login to the system again.
8. Can I get a Certificate of Completion?
Yes, you can print off a system generated certificate for classes that you have completed once the instructor has marked it as complete for you. The certificate won't be available to you unless you have completed the evaluation survey if one is attached to the course by the instructor. Go to [My Transcript](#) in the [Workspace](#) section. To the right of the course name is an Action drop down Menu item that says "[Certificate](#)". Choose that and click on [GO](#).
9. I do not have access to iLearnOregon, how do I get a copy of my transcripts?
Employees without direct access to the system can request their transcripts from their supervisor.