Basic iLearnOregon navigation

This document will assist you with navigating iLearnOregon.

Login Page:

1. **Announcements**: When you *click* on **Announcements**, a window slides out to show recent system-wide announcements.
2. **Click Log In** to log into your existing account.
3. **Click Create Account** to create a new account (not for state employees, accounts are automatically created).
4. These links will give you more information about the iLearnOregon System, take you to the iLearnOregon Support webpage, and view the Terms of Use.

Logging in:

Enter your login information.

Use the links highlighted to retrieve your Login ID, or Password, if you forget.

*It is recommended to set up security question to assist you in retrieving your password, especially if you have a new email address, or do not have one listed on your iLearn account.*
Basic iLearnOregon navigation

Homepage:

**The terms ‘Learning’ and ‘Training’ can be used interchangeably in iLearn.**

1. Menu – **Learning** is your Homepage.
   
   A. Depending on your role in iLearn you may have one or all of these additional options:
      
      • **Team** - if you are a supervisor.
      
      • **Responsibilities** - create or manage content in iLearn.
      
      • **Custom Tools** - pull transcript reports, use billing tools, bulk enrollment, adding self-reported learning, or certifications.
      
      • **System Administration** - pull reports, manage facilities, and require training to accounts.
   
   B. Search the Catalog for content.
   
   C. iLearn help, page specific assistance.
   
   D. Manage your account.
2. Recent Announcements: These can be about your agency learning specifically, or information about the iLearn system.

3. Current Training (formerly Current Learning): Classroom courses, which you are enrolled in, that are coming up, eLearning and/or curriculums that have been started, and Required Training Assignments will be displayed in this area. Click on View All to see a complete list.

4. Completed Training (formerly Completed Learning): This information is all completed content from the past 30, 60, or 90 days. For more detailed information, click on View All.

5. Certifications: This option will only show if you have started or completed a certification in iLearn. Click on View All to see a complete list.

6. Curriculums: Like certifications, you will only see if you have started or completed a curriculum. Click on View All to see a complete list.

7. Domains: if you are a member of multiple domains, (have the need to view content from multiple agencies) you can now switch between domains from your homepage.
Basic iLearnOregon navigation

Searching:

Enter your keyword(s), or course title into the Search Catalog box, and click the magnifying glass.

1. Filter your search results by Category, Content Type, or Course Provider.

2. If an item is being revised, and is not currently available, checking the box removes them from your search results.

3. Find the course you want to take from the search results, click on the title, and enroll in the classroom session you want to attend or launch the online course.
**Basic iLearnOregon navigation**

Manage your account:

Roll your mouse over your initials in the top right of your screen, then **click Account**.

**Some agencies do not allow edits to these screens. If this is the case for your agency, you will need to contact your iLearn Administrator for assistance.**

From this screen you can add additional information to your account, including adding an appropriate picture, or statement about yourself.

Under the **Login** options, you can Edit Login ID, Edit Password, or Edit Security Questions. It is recommended you add security questions to your account to assist you in resetting your password.

Under the **Domains and Roles** if you have multiple domains you can switch between them and view any roles that are assigned to your account:
Basic iLearnOregon navigation

From the Profile tab you can edit User Information, Work Information, and Education.

Transcript:

From your transcript you can see what training(s) you have already completed, self-reported learning and certifications as well as view your transcript report. My Transcript Report combines all your completed learning, including self-reported into a PDF document.