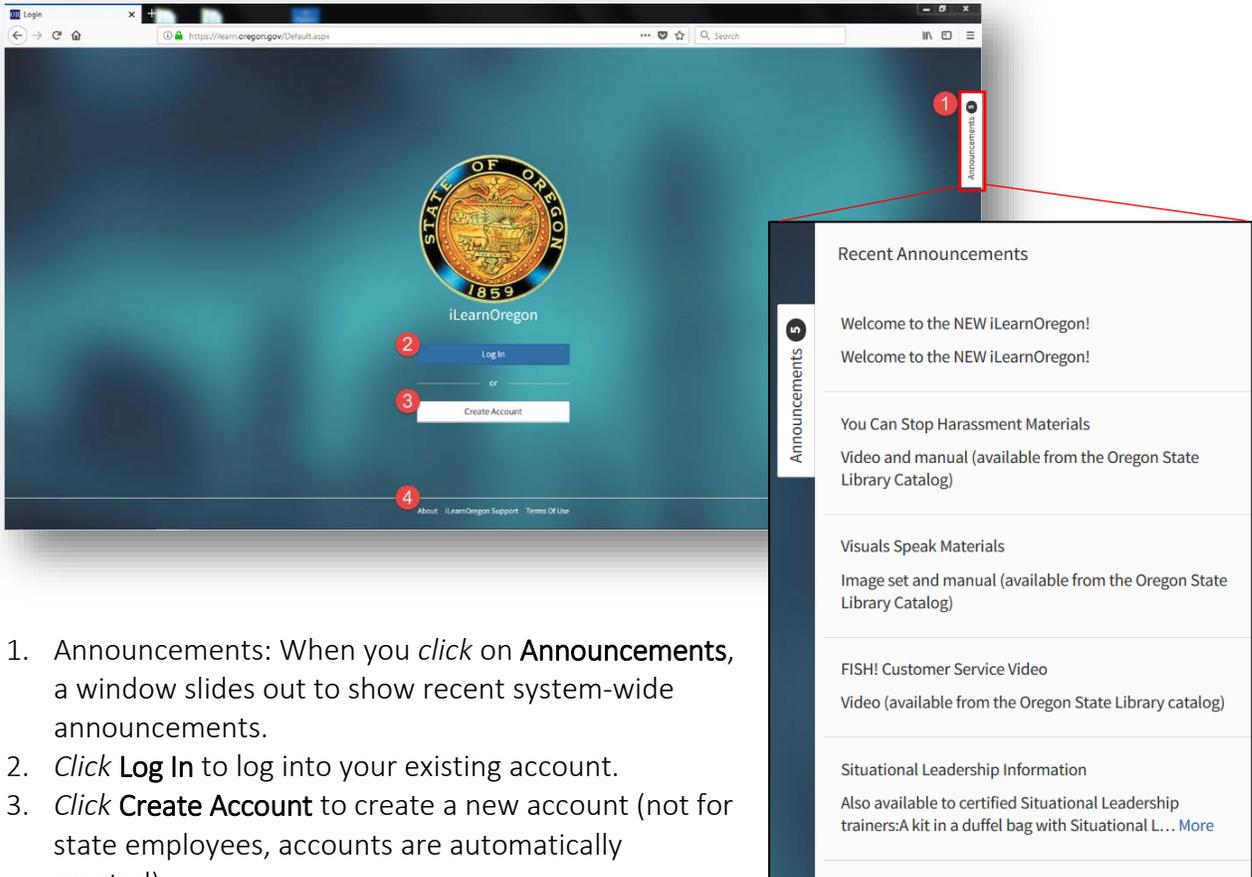


## Basic iLearnOregon navigation

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 below.

**Login ID**

**Password**

[Forgot your login ID or password?](#)

Enter your login information.

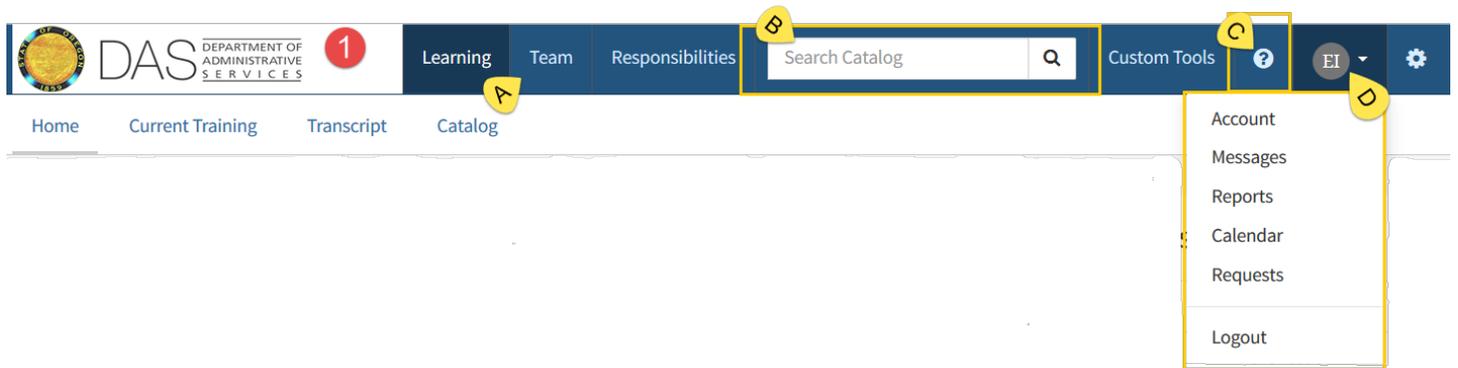
Use the links highlighted to retrieve your Login ID, or Password, if you forget.

*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.

## Basic iLearnOregon navigation

**2** Recent Announcements

Welcome to the NEW iLearnOregon!

1/22/2018 - Welcome to the NEW iLearnOregon!

[How to Report Fraud, Waste, & Abuse Online Course](#)

4/16/2015 - The Department of Administrative Services-Enterprise HR Services has developed a new online course about reporting waste, fraud and abuse. NOTE: This course includes audio navigation tips and add...

[View All \(2\)](#)

**3** Current Training [Find More Training](#)

Title	Started/Begins	Due/Ends	Action
LOTTERY - 2016 Securing the Human Online <span style="color: red;">*</span> Required	Started JAN 17	<span style="color: red;">Overdue</span> DEC 31	<a href="#">Resume</a>
ODFW - Ouch! That Stereotype Hurts Online <span style="color: red;">*</span> Required	Started NOV 7	<span style="color: red;">Overdue</span> DEC 31	<a href="#">Resume</a>
LOTTERY - Culture of Safety Oct 2016 Online <span style="color: red;">*</span> Required	Started OCT 25	<span style="color: red;">Overdue</span> JAN 1	<a href="#">Resume</a>
OGEC - Overview of Oregon Ethics Law Online <span style="color: red;">*</span> Required	Not Started	<span style="color: red;">Overdue</span> MAR 15	<a href="#">Enroll</a>
LOTTERY - A Culture of Readiness - Lottery's Crisis Response Online <span style="color: red;">*</span> Required	Not Started	<span style="color: red;">Overdue</span> JUN 30	<a href="#">Enroll</a>

[View All \(318\)](#)

**4** Completed Training

Past 30 Days    Past 60 Days    Past 90 Days

Title	Type	Status	Score	Action
No records found.				

[View All \(397\)](#)

**5** Certifications

In Progress: **1**    Completed: **0**

Expired: **0**    Revoked: **0**

Suspended: **0**

Next Expiration Date:

[View All \(1\)](#)

**6** Curriculums

Completed: **16**    Started: **36**

[View All \(52\)](#)

**7** Domains

Administrative Services, Department of

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.

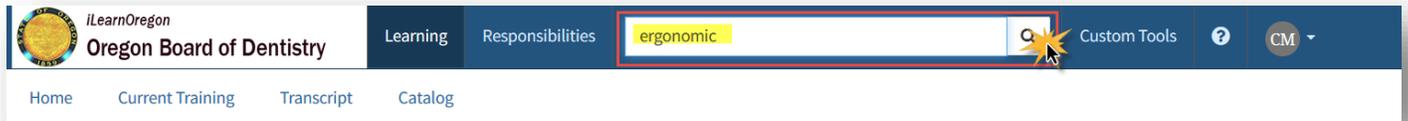
6. Curriculums: Like certifications, you will only see if you have started or completed a curriculum. *Click* on **View All** to see a complete list.

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.

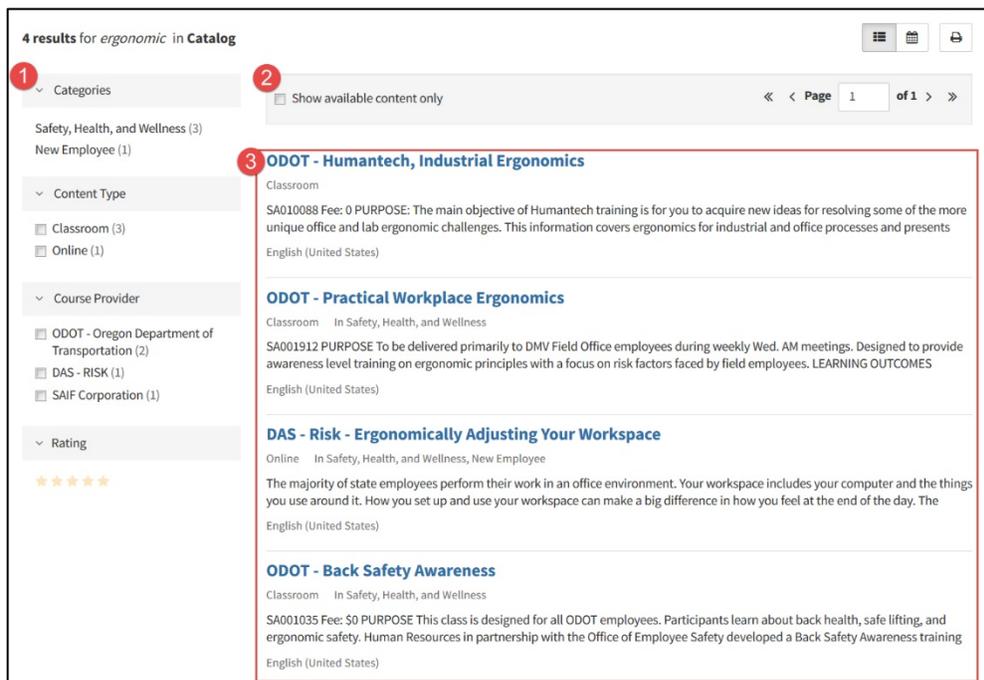
## Basic iLearnOregon navigation

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.

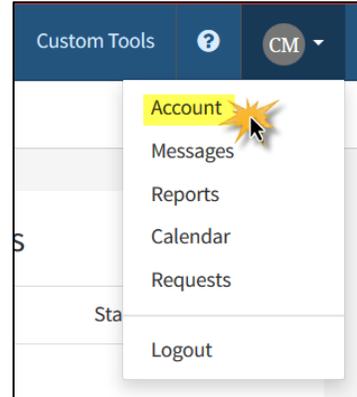


## Basic iLearnOregon navigation

### Manage your account:

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

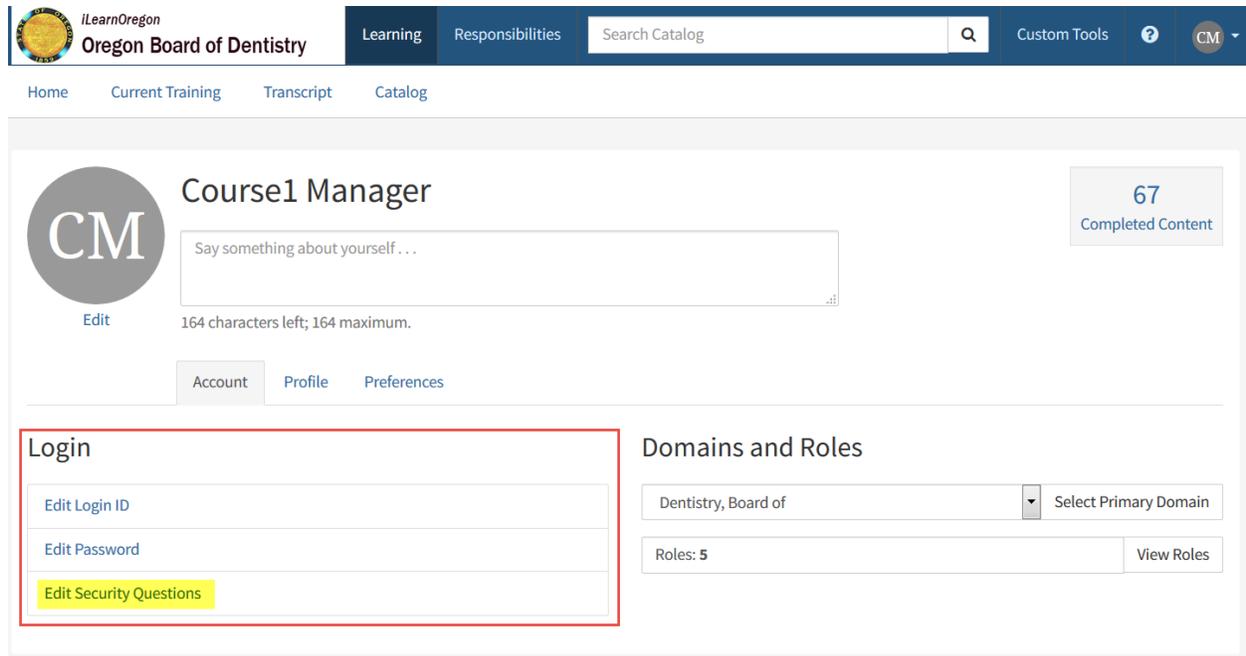
\*\*Some agencies do not allow edits to these screens. If this is the case for your agency, you will need to contact your [iLearn Administrator](#) for assistance.\*\*



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

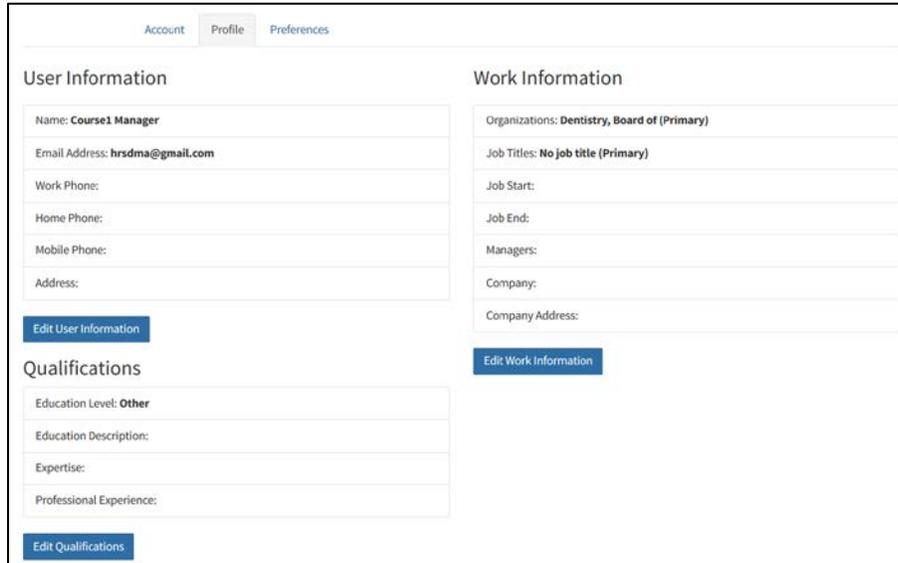
Under the **Login** options, you can Edit Login ID, Edit Password, or Edit Security Questions. It is recommended you add security questions to your account to assist you in resetting your password.

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.

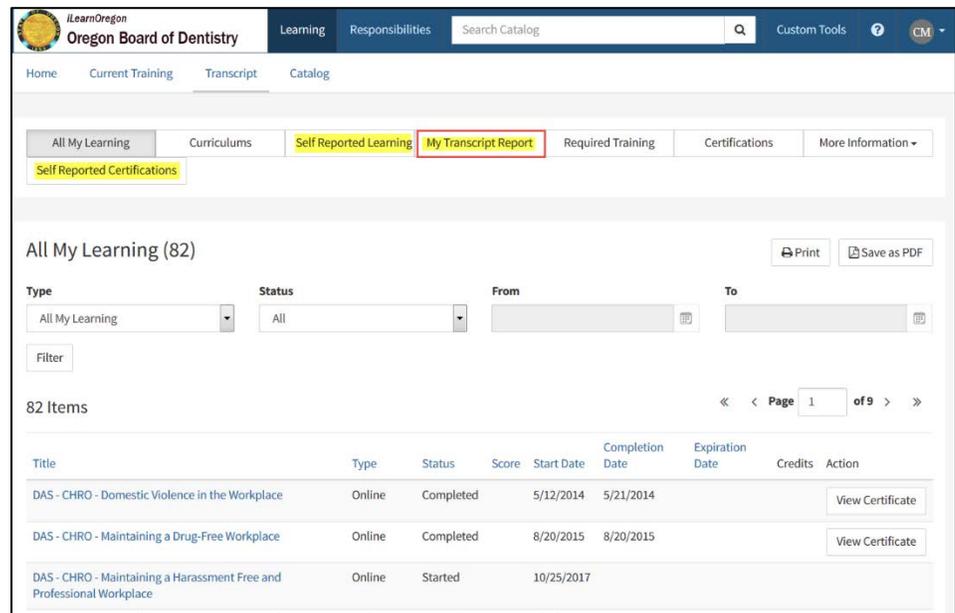


The screenshot shows the 'Profile' tab in the iLearnOregon system. It is divided into three main sections:

- User Information:** Fields for Name (Course1 Manager), Email Address (hrsdma@gmail.com), Work Phone, Home Phone, Mobile Phone, and Address. Includes an 'Edit User Information' button.
- Work Information:** Fields for Organizations (Dentistry, Board of (Primary)), Job Titles (No job title (Primary)), Job Start, Job End, Managers, Company, and Company Address. Includes an 'Edit Work Information' button.
- Qualifications:** Fields for Education Level (Other), Education Description, Expertise, and Professional Experience. Includes an 'Edit Qualifications' button.

## 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.



The screenshot shows the 'Transcript' page for the Oregon Board of Dentistry. The 'My Transcript Report' tab is selected. Below the navigation tabs, there are filters for 'All My Learning', 'Self Reported Learning', and 'My Transcript Report'. The main content area shows 'All My Learning (82)' with a table of items.

Title	Type	Status	Score	Start Date	Completion Date	Expiration Date	Credits	Action
DAS - CHRO - Domestic Violence in the Workplace	Online	Completed		5/12/2014	5/21/2014			View Certificate
DAS - CHRO - Maintaining a Drug-Free Workplace	Online	Completed		8/20/2015	8/20/2015			View Certificate
DAS - CHRO - Maintaining a Harassment Free and Professional Workplace	Online	Started		10/25/2017				