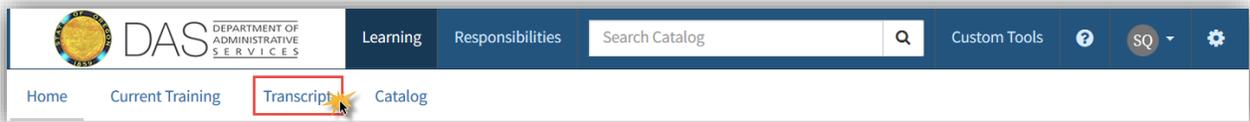


Self-reported Learning

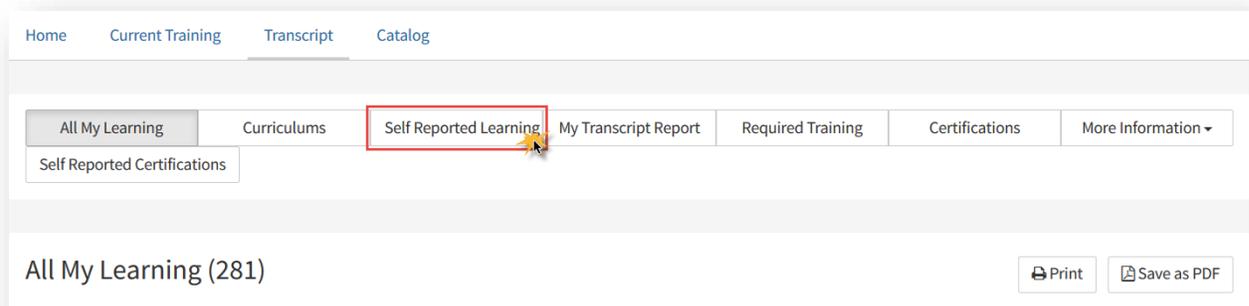
This document will assist you to add Self-Reported Learning and Self-Reported Certifications in iLearnOregon.

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From your training home page, *click* on **Transcript**.

Self-Reported Learning:



3. *Select* **Self-Reported Learning**.



4. You can add, delete, edit, or view any of your Self-Reported Learning, *select* **Add New Learning Event**.



Self-reported Learning

5. Complete the following information for the learning event and then *select Save*, then **Close**.



Enter new or change existing information for your self reported learning item.

Learning Event Title

Learning Event Type

Training Sponsor

Start Date 

Completed Date 

Progress Status Completed Started

Cost

Score

Duration in Hours

Credit Type

Credit Hours

Certification Yes No

Training Details

Attachment [Upload](#)

6. You will see the learning event added.



My Tools [Billing Tools](#) [Admin Tools](#) [Reporting](#) [Logoff](#)

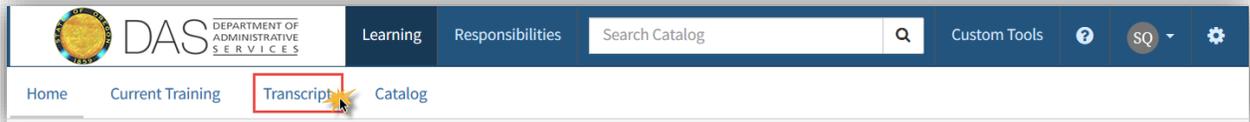
Below is a list of your self reported learning items. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

Title	Type	Training Sponsor		
Adobe Photoshop for Beginners	Class	ABC Training		

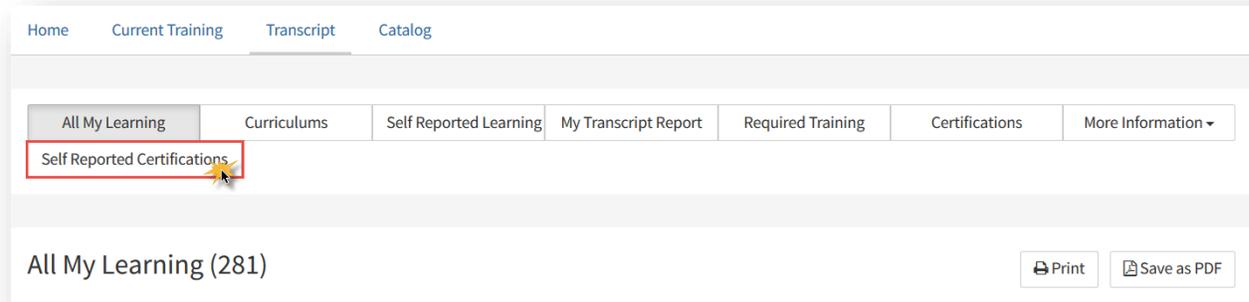
Self-reported Learning

Self-Reported Certification:

1. To add a Self-Reported Certification, from your training home page *click* on **Transcript**.



2. *Select* **Self-Reported Certifications**



3. You can add, delete, edit, or view any of your Self-Reported Certifications, *select* **Add New Certification**.



Self-reported Learning

4. Complete the following information for the certification and then *select Save*, then *Close*.



Enter new or change existing information for your self reported certification.

Certification Type:

Date Certified:

Date Expires:

Certifying Group:

Cost:

Certification Number:

Completed Hours:

Required Hours:

Time Period (in months):

Certification Details:

Attachment: [Upload](#)



5. You will see the certification added.



Below is a list of your self reported certifications. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

[Add New Certification](#)

Certification	Certification Date	Expiration Date		
Certificate of Public Management (CPM)	3/19/2009 12:00:00 AM			
Certified Dental Assistant (CDA)	4/24/2014 12:00:00 AM	4/24/2015 12:00:00 AM		
DAS - Oregon Project Management Associate (OPMA)	2/1/2008 12:00:00 AM			