



Using your iLearnOregon account - State Employees

Welcome to iLearnOregon!

iLearnOregon is a dynamic online learning and knowledge management tool used by over 75 agencies, boards, and commissions. The system integrates general learning management functions, including: online and classroom courses, as well as transcripts.

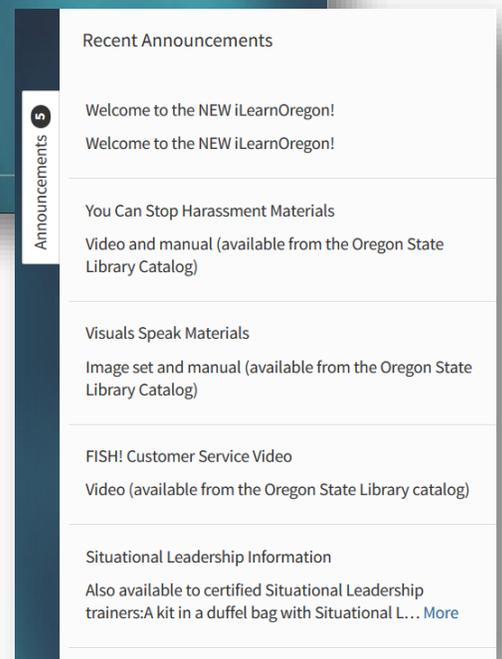
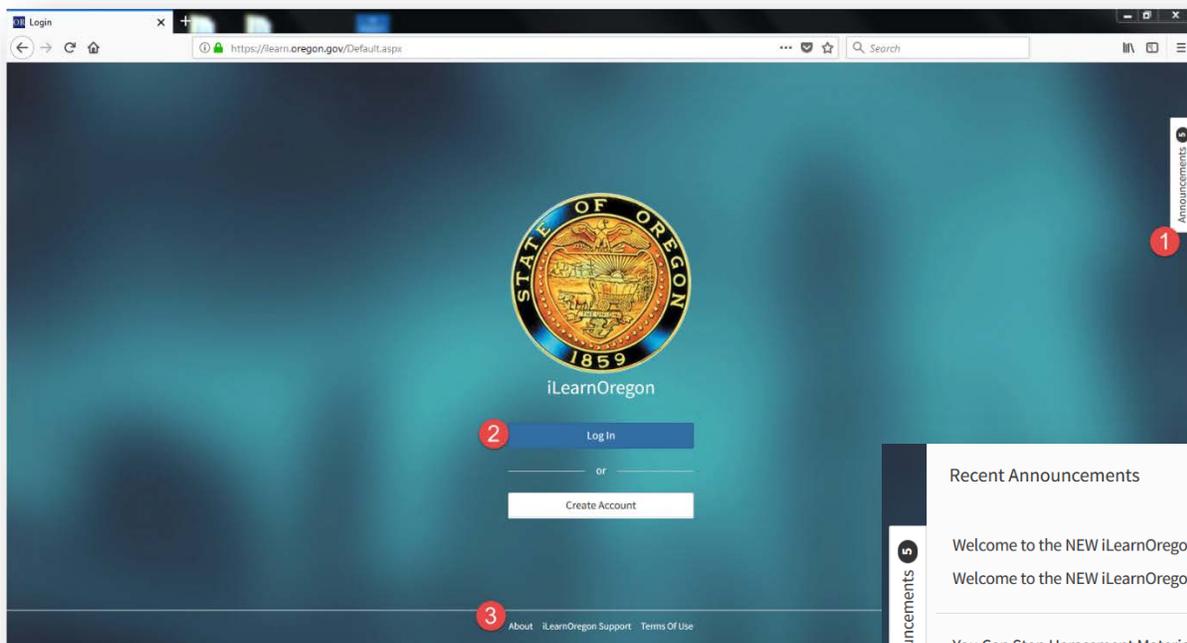
iLearnOregon is integrated with the State’s personnel system and will automatically create your account for you at the time your personnel record is created. If an email is listed on your personnel record you will receive two automated system emails with your Login ID and a temporary password. If no email address was listed at the time your personnel record was created, your Login ID and Password will both be set to your Employee ID Number (OR#).

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Logging in for the first time:

Website: <https://ilearn.oregon.gov>



Page Layout:

1. **Announcements** – When *clicked*, a window will slide out to show recent system-wide announcements (Example to the right).
2. **Log In** – *Click* to log into your existing account.
3. **Reference Links** –
 - a. **About** – Provides you with more information about the iLearnOregon System.
 - b. **iLearnOregon Support** - takes you to the [iLearnOregon Support webpage](#).
 - c. **Terms of Use** - View the Terms of Use.

Logging in for the first time (Continued):



The screenshot shows the iLearn.Oregon.Gov login page. At the top center is the iLearn.Oregon.Gov logo. Below it, the text reads "Enter your login information below." There are two input fields: "Login ID" containing "OR1234567" and "Password" containing seven dots. A blue "Log In" button is positioned below the password field, with a yellow starburst icon and a mouse cursor pointing at it. A yellow link "Forgot your login ID or password?" is located below the "Log In" button.

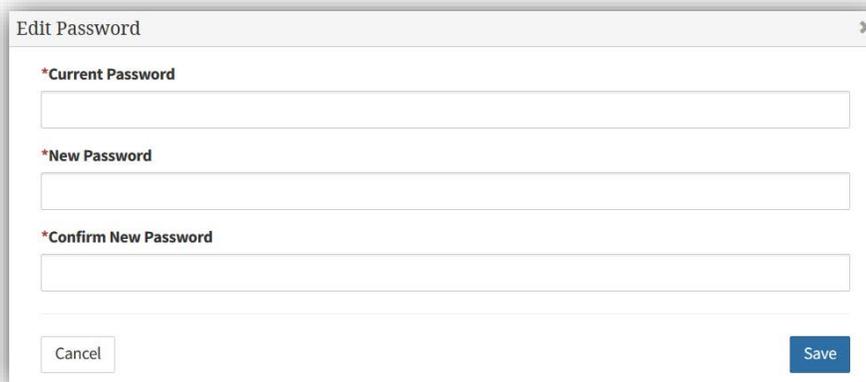
Login ID: OR#####
(Capitalize OR)

Password: OR#####
(Capitalize OR)

Click **Log In**

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

Next, you will be immediately prompted to change your password.



The screenshot shows an "Edit Password" dialog box with three input fields: "*Current Password", "*New Password", and "*Confirm New Password". There are "Cancel" and "Save" buttons at the bottom.

Current Password:
OR#####
(Capitalize OR)
New Password: Your choice

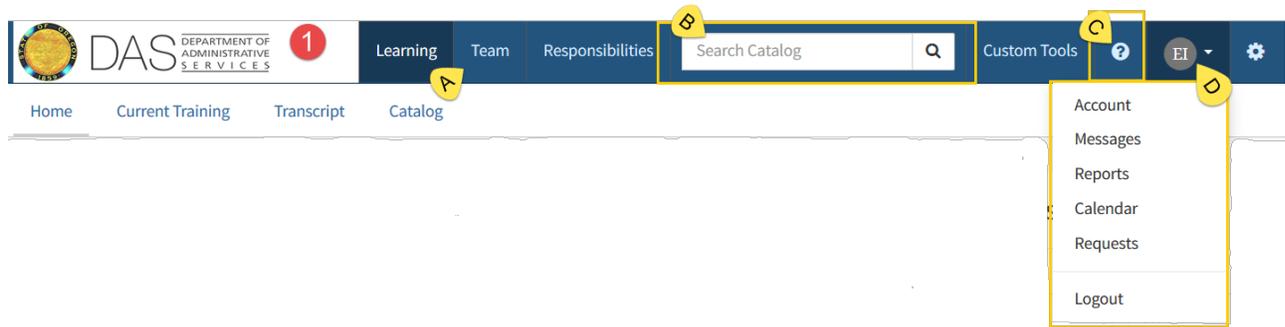
Confirm New Password: Same as above

Click **Save**

It is recommended to set up [security questions](#) to assist you in retrieving your password, especially if do not have an email listed on your iLearn account. This will also be helpful in the event you change jobs and no longer have access to your previous email address.

Homepage:

The terms 'Learning' and 'Training' are 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** – This is used for supervisors to manage their team in iLearn.
- **Responsibilities** – This is used to create or manage content and/or accounts in iLearn.
- **Custom Tools** – This is used to pull transcript reports, use billing tools, bulk enrollment of staff, adding self-reported learning, or certifications.
- **System Administration** – This is used to pull reports, manage facilities, and administer required training to accounts.

B. **Search Catalog** - Search the Catalog for content.

C.  - iLearn page specific assistance with search field for self-help tools.

D. **Account Dropdown** - Manage your account (change password, set security questions, change email, etc.).

Homepage (Continued):

2. **Recent Announcements:**

These vary from agency specific learning to information about the iLearn system.

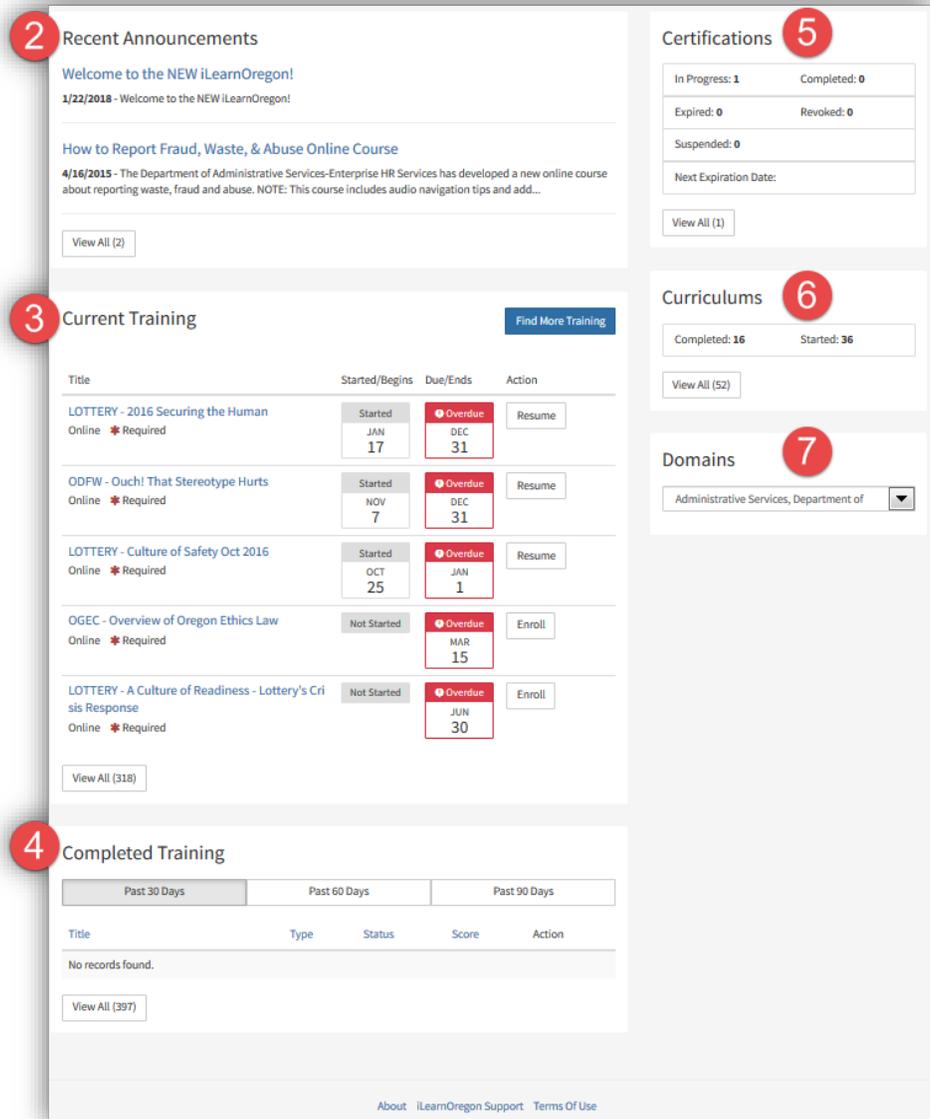
3. **Current Training:**
Classroom courses (*enrolled in*), Online courses, Curriculums that have been started, and Required Training Assignments appear here. Click on **View All** to see a complete list.

4. **Completed Training:**
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 curriculums if you have started or completed one. 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.



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 Required	Started JAN 17	Overdue DEC 31	Resume
ODFW - Ouch! That Stereotype Hurts Online Required	Started NOV 7	Overdue DEC 31	Resume
LOTTERY - Culture of Safety Oct 2016 Online Required	Started OCT 25	Overdue JAN 1	Resume
OGEC - Overview of Oregon Ethics Law Online Required	Not Started	Overdue MAR 15	Enroll
LOTTERY - A Culture of Readiness - Lottery's Crisis Response Online Required	Not Started	Overdue JUN 30	Enroll

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
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View All (52)

7 Domains

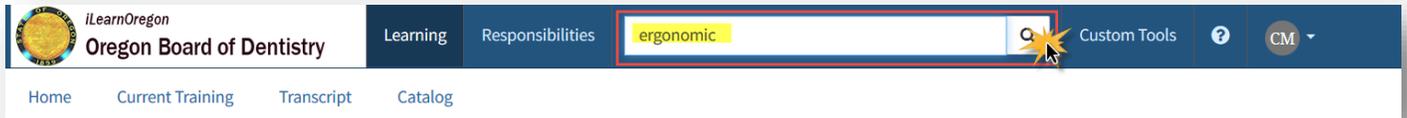
Administrative Services, Department of

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Searching:

Enter any keyword(s) or course title(s) into the **Search Catalog** box, and *click* the **magnifying glass** for your results to appear. The search functionality “learns” about you over time and will prioritize results based on your past searches and what content is popular in your domain. It may take a few searches before the results you are anticipating start to show up at the top of your results.



4 results for *ergonomic* in Catalog

1 Categories

- Safety, Health, and Wellness (3)
- New Employee (1)

Content Type

- Classroom (3)
- Online (1)

Course Provider

- ODOT - Oregon Department of Transportation (2)
- DAS - RISK (1)
- SAIF Corporation (1)

Rating

2 Show available content only

Page 1 of 1

3 **ODOT - Humantech, Industrial Ergonomics**

Classroom

SA010088 Fee: 0 PURPOSE: The main objective of Humantech training is for you to acquire new ideas for resolving some of the more unique office and lab ergonomic challenges. This information covers ergonomics for industrial and office processes and presents English (United States)

ODOT - Practical Workplace Ergonomics

Classroom In Safety, Health, and Wellness

SA001912 PURPOSE To be delivered primarily to DMV Field Office employees during weekly Wed. AM meetings. Designed to provide awareness level training on ergonomic principles with a focus on risk factors faced by field employees. LEARNING OUTCOMES English (United States)

DAS - Risk - Ergonomically Adjusting Your Workspace

Online In Safety, Health, and Wellness, New Employee

The majority of state employees perform their work in an office environment. Your workspace includes your computer and the things you use around it. How you set up and use your workspace can make a big difference in how you feel at the end of the day. The English (United States)

ODOT - Back Safety Awareness

Classroom In Safety, Health, and Wellness

SA001035 Fee: \$0 PURPOSE This class is designed for all ODOT employees. Participants learn about back health, safe lifting, and ergonomic safety. Human Resources in partnership with the Office of Employee Safety developed a Back Safety Awareness training English (United States)

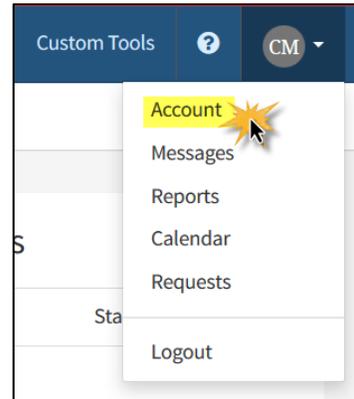
1. **Categories** – Here you can filter your search results by Category, Content Type, or Course Provider.
2. **Availability** – If an item is being revised, and is not currently available, checking the box removes the unavailable items from your search results.
3. **Search Results** – Here you will find the online or classroom course you want to take, click on the title to enroll in the classroom session you want to attend or launch the online course.

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Manage your account:

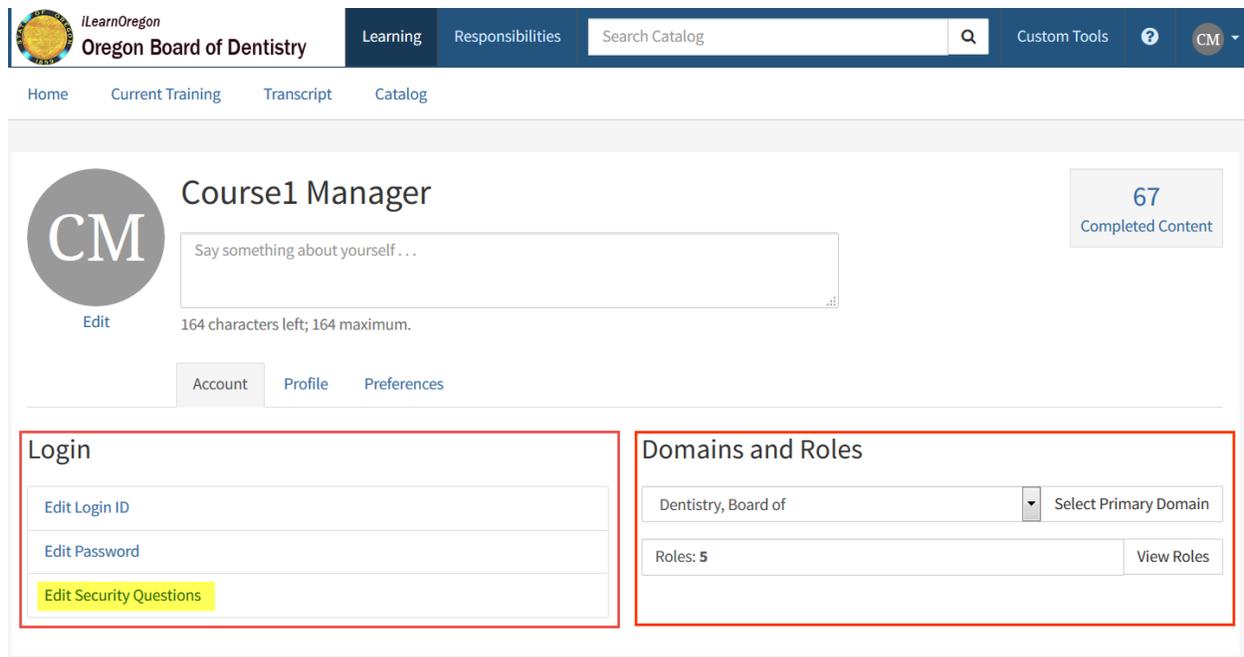
To manage your account, roll your mouse over your initials in the top right of your screen, and then *click* **Account**.

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.



Account

Here you will be able to add additional information to your account, including adding an appropriate picture, or statement about yourself.



Login Section – Here 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.

Domains and Roles – If you have multiple domains you can switch between them and view any roles that are assigned to your account.

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Manage your account (Continued):

Profile

The screenshot shows the 'Profile' tab with 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.

This is a detailed view of a contact information form with the following fields:

- Email Address: [text input]
- Work Phone: [text input]
- Extension: [text input]
- Work Mobile Phone: [text input, value: 503-123-4567]
- Fax: [text input]
- City: [text input, value: Salem]

Buttons for 'Cancel' and 'Save' are located at the bottom.

From the **Profile** tab you can edit User Information, Work Information, Education, and other professional information. Always remember to *click Save* after updating any of the information in your profile.

Preferences

The screenshot shows the 'Preferences' tab with four sections:

- Languages:** Region (English (United States)), Time Zone ((GMT-08:00) Pacific Time (US and Canada); Tijuana).
- Display:** # of Records (per page): 100. This section is highlighted with a red box.
- Privacy:** Make my contact information public (No), Make my professional information public (No).
- Communication:** Send messages to my email address (as shown in my profile) (Yes), Send messages to my messages area (within the system) (No), Send messages to both (No). This section is also highlighted with a red box.

Display:

Change the number of records displayed per item up to 100, your agency will also need to allow the same number to be displayed.

Communication:

This needs to be set to Send Messages to my email address in order for you to receive emails from iLearnOregon.

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Transcript:

On the **Transcript** tab, you can see what training(s) you have completed, any self-reported learnings, and/or certifications, as well as view your transcript report. The **My Transcript Report** tab combines all your completed learning, including self-reported into a PDF document.

If you do not see the results you are expecting make sure you do not have the start and end dates being filtered and that your training Type and Status are set to 'All'. If you still have questions, please contact your iLearnOregon [Agency Administrator](#).

The screenshot displays the iLearnOregon interface for the Oregon Board of Dentistry. The 'My Transcript Report' tab is selected. The page shows a list of learning items with the following table:

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				

Custom Tools

Most iLearnOregon accounts will have a couple available options within Custom Tools. The **My Tools** dropdown is the only menu option you will need to access.



My Billing Forms - If you enroll in a course that has a fee through iLearn, you can pay for it here if it not paid for at the time of enrollment.

My Transcript Report – This report combines all of your completed learning, including self-reported, into a PDF document. This is the same report that is found in the transcript section.

Professional Development Hours: Professional Development Hours are reported here.

Self-Reported Learning: If you attend a course that was offered outside of iLearnOregon you can enter that event here.

Self-Reported Certification: If you obtain a certification outside of iLearnOregon you can enter that certification here.

Managing Your Team

By clicking on the **Team** tab, you will be able to view your team and the status of their current training requirements.



If you are a supervisor and listed as the manager on at least one account in iLearn, you will be assigned the User Manager Role automatically. The [Manager Tool Kit](#) will assist you in using this role.

iLearnOregon Support

Visit the [iLearnOregon support page](#) for FAQ's and help documents.

Many agencies have a designated iLearnOregon support contact. Please find your designated contact from the list of [iLearnOregon Administrators](#).