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](https://ilearn.oregon.gov/Support).
   c. **Terms of Use** - View the Terms of Use.
Logging in for the first time (Continued):

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

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 you 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.
**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.).
Using your iLearnOregon account - State Employees

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.
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.

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.
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.
Manage your account (Continued):

**Profile**

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**

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