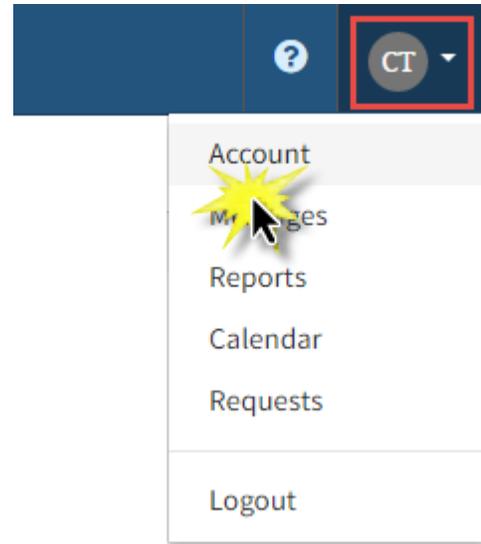


Updating Your Account Information

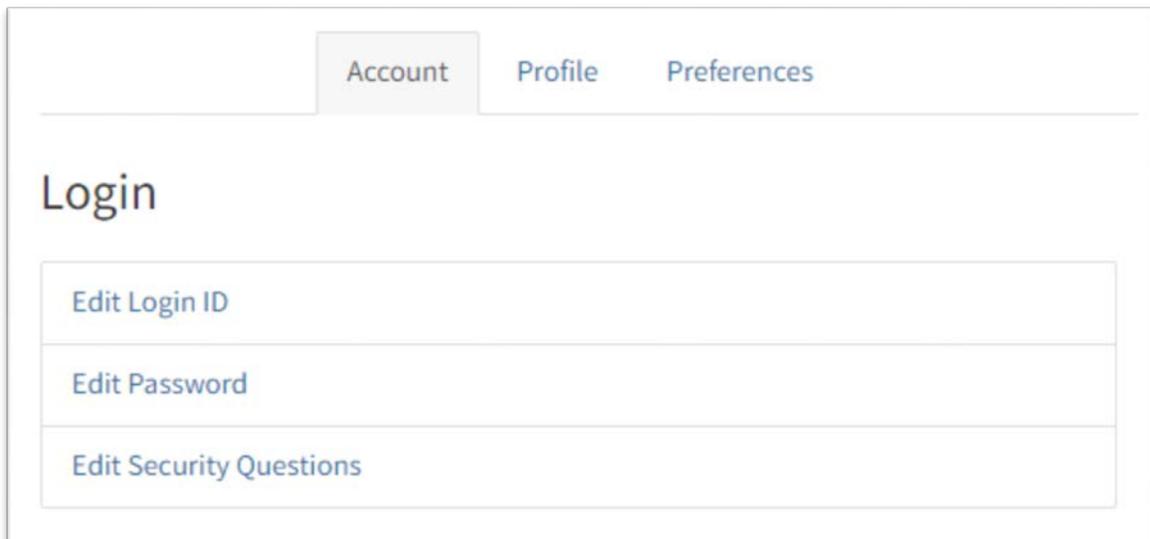
The Account page allows you to edit your personal and professional information and control some of the system behavior you experience. Your account information is divided into three separate areas:

- Account
- Profile
- Preferences

1. Log into iLearnOregon at <https://ilearn.oregon.gov>. On the top menu bar *click* on **Your Initials** and *click* on **Account**.



2. On the Account page you can edit your login ID, password, and security questions.



Updating Your Account Information

3. On the Profile page you can edit your user information and work information.

******If you are a state employee your name, email address, organization, job title, and manager is populated through a feed with the personnel system. Don't change those fields. If they are incorrect contact your HR department to request the information to be updated. ******

| User Information | Work Information |
|--|--|
| Name: CHRO Training | Organizations: Administrative Services, Department of (Primary) |
| Email Address: chro.training@oregon.gov | Job Titles: No job title (Primary) |
| Work Phone: | Job Start: |
| Home Phone: | Job End: |
| Mobile Phone: | Managers: |
| Address: | Company: |
| Edit User Information | Company Address: |
| | Edit Work Information |

Updating Your Account Information

- The preferences tab provides access to the following:
 - Languages: Your language and location-specific preferences display, including your region, and time zone.
 - Display: This area includes your current theme, whether you have enabled accessibility options, and the number of records that display on search results pages.
 - Privacy: Choose whether your contact and professional information is public or private.
 - Communication: Choose whether system-generated emails will be sent to the Messages area of the system, the email address associated with your account, or both.

| | |
|---|--|
| <h3>Languages</h3> <p>Region: English (United States)</p> <p>Time Zone: (GMT-08:00) Pacific Time (US and Canada); Tijuana</p> | <h3>Privacy</h3> <p>Make my contact information public <input type="checkbox"/> No</p> <p>Make my professional information public <input type="checkbox"/> No</p> |
| <h3>Display</h3> <p>Accessibility: Disabled</p> <p>Theme: DAS Skin</p> <p># of Records (per page): 100</p> <p>Edit Preferences</p> | <h3>Communication</h3> <p>Send messages to my email address (as shown in my profile) <input checked="" type="checkbox"/> Yes</p> <p>Send messages to my messages area (within the system) <input type="checkbox"/> No</p> <p>Send messages to both <input type="checkbox"/> No</p> |