

Accessing the Pay Equity Training & Certificate

Your company must first create a new account in iLearnOregon. To create a new account, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the top right click on **Create Account**.
3. From the User Registration screen you will need to select **Not a State Employee**.
4. Enter your **company's name** in the First Name and Last Name fields. You are allowed 50 characters in each field. If you don't enter your company's name in the first and last name fields then the certificate for completing the training will not have that information and you may not receive credit.
5. Enter in your **email address** where you want any system emails to be sent to.
6. Enter text for your **Login ID**. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.
7. For the Job Title, leave it on **None Selected**. The job titles only apply to state employees.
8. For Organization, leave it on **None Selected**.
9. For manager, leave it blank.



[Show Help](#)

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:

Job Title:

Organization:

Manager:

10. Click **Submit**. A confirmation window will appear.

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A confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration.

The confirmation email will only be active for 2 days.

Close

You will receive 1 email with a link to confirm the account. Click on the link within the email and then you will receive 2 emails (one to welcome you and another with your temporary password).

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Once you receive the confirmation emails you will now have access to the training to complete it. To access the training, complete the following steps:

1. Enter this link into your web browser
<https://ilearn.oregon.gov//DL.aspx?id=5C9F6DA3F20E4B86922BF0FE55B8FF34>. This will take you to the login screen. Log in to the system and you will be automatically directed to the training.
2. Select **Open Item**. A pop-up window will display and automatically launch the training.

DAS - CHRO - Overview of Pay Equity

Open Item



Description:

Pay equity requires employers to pay the same wages to everyone for work of comparable character which requires comparable skills to perform. The Oregon Department of Administrative Services offers training about pay equity. If you are an employer with 50 or more full-time employees, and you wish to bid on contracts valued at \$500,000 or more, you will be required to complete this training and submit a certificate of completion. [Less](#)

Dentistry, Board of - Internet Explorer provided by DAS TSC

https://ilearn-test.oregon.gov/Kview/CustomCodeBehind/base/courseware/scorm/scorm12courseframe.aspx

DAS - CHRO - Overview of Pay Equity

Notes Resources

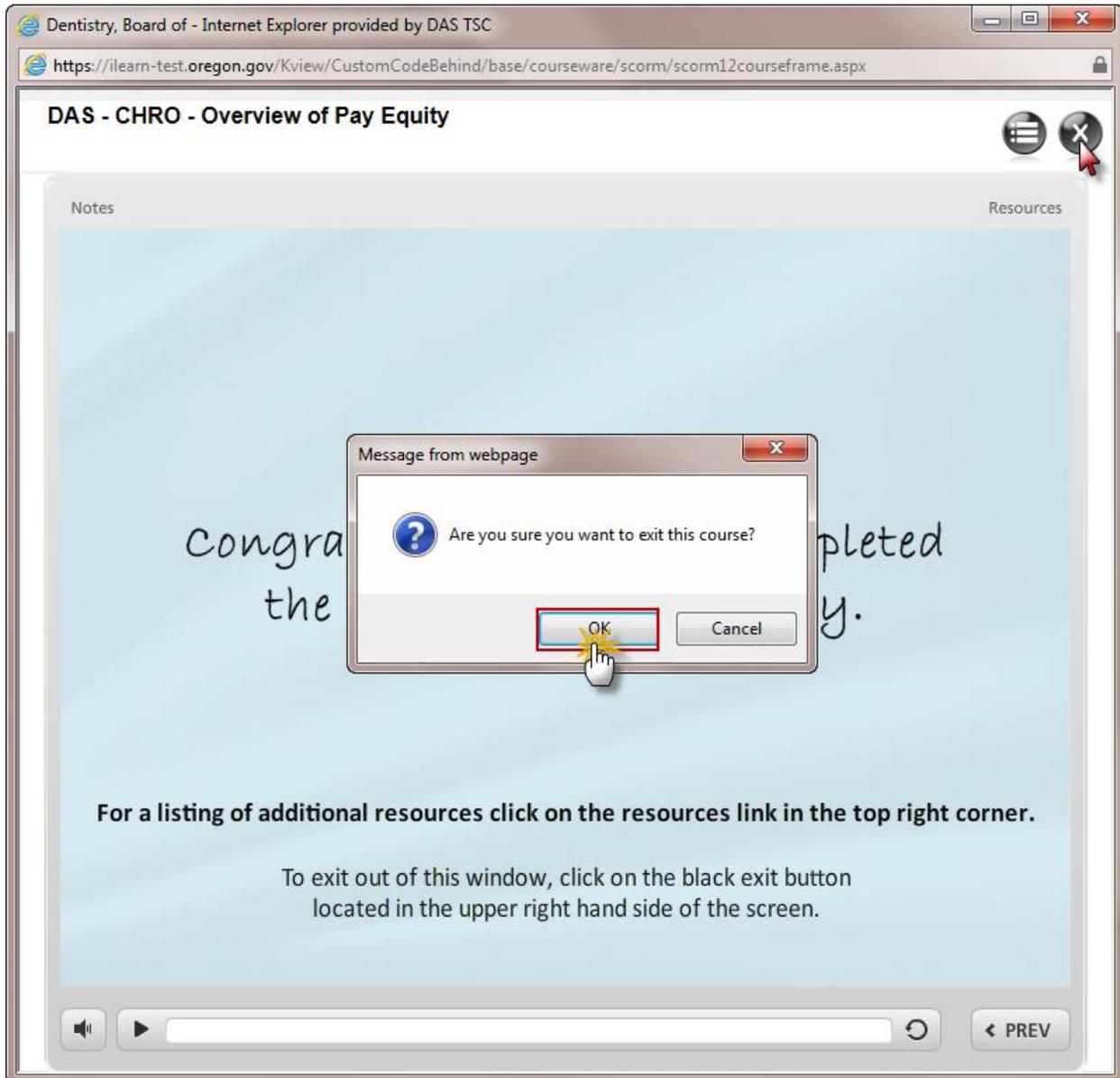
Overview of Pay Equity
in Oregon

Brought to you by the Oregon Department of Administrative Services

NEXT >

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3. Once you complete the online course, select the black X icon  to close the course.
4. You will get a pop-up box asking if you are sure that you want to exit the course. Click **OK**.



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5. Once the pop-up window closes you'll be taken back to the course page and from there you can view, save, and print your certificate. Click on **View Certificate**.

DAS - CHRO - Overview of Pay Equity

[View Details](#)
You completed this item on 6/17/2015.

[Review Previous Completion](#) [Start New Attempt](#) [View Certificate](#)

Rating: [Rate](#)

Description:
Pay equity requires employers to pay the same wages to everyone for work of comparable character which requires comparable skills to perform. The Oregon Department of Administrative Services offers training about pay equity. If you are an employer with 50 or more full-time employees, and you wish to bid on contracts valued at \$500,000 or more, you will be required to complete this training and s [More](#) ↕

6. The certificate will appear in a pop-up window. Right click your mouse on the certificate to save it as a picture to your computer.

[Print](#) [Close Window](#)



Certificate of Completion

State of Oregon, Dentistry, Board of,
hereby certifies that

Course2 Manager

Has successfully completed the following:

CHRO - Overview of Pay Equity

On 6/17/2015