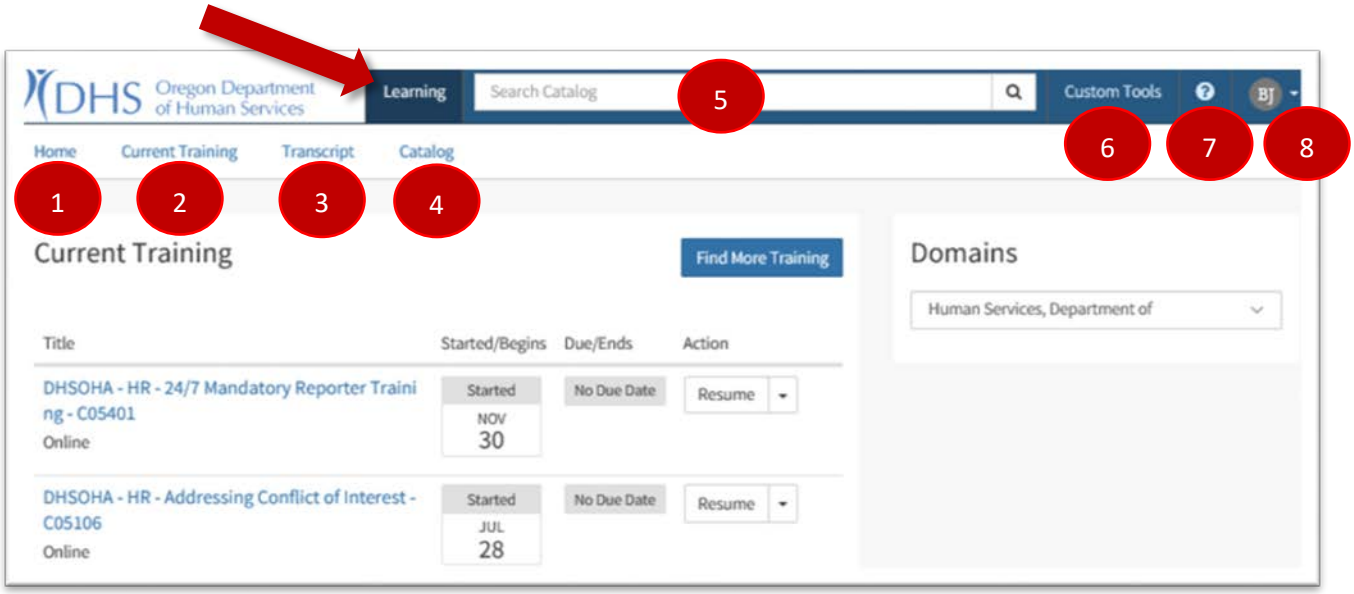
Your Learning Home Page

Learning Home – Your main screen. This appear after you log into your account.



(1) **Home:** This screen shows a summary your upcoming courses and transcript, which you can see in detail by selecting the buttons labelled (2) and (3). You can also search the Learning Catalog (5) from this page, or do a detailed search by selecting (4).

(2) **Current Training:** Shows the upcoming classes you are registered to attend and online courses you've started.

(3) **Transcript:** Shows the status of all courses and curriculums you've started, enrolled in and taken, as well as a list of your certifications. You can also print your transcripts, or save them as a PDF, from the Transcript screen.

(4) **Catalog:** Allows you to search for a course or browse by category.

(5) **Search Catalog:** A quick search feature for finding courses, curriculums and other content from your Learning Home page.

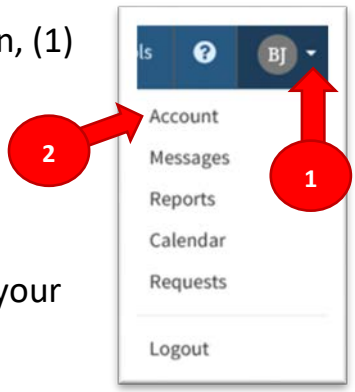
(6) **Custom Tools:** Allows you to save your transcript, certifications and more in multiple formats.

(7) **Help:** The question mark button leads to more information on how to use iLearn.
(8) **Account Information:** The dropdown arrow that's right of your initials leads to your account page. See the section, **Update your iLearn Account**.

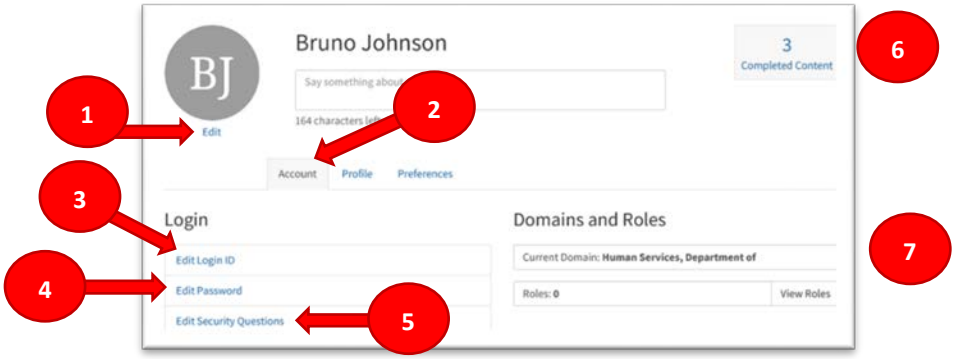
Update your iLearn Account

Follow these instructions to update your iLearn account.

Open Your Account Page: In the upper right portion of the screen, (1) choose the dropdown arrow to the right of your initials, then (2) choose ***Account***.



Account - From the **Account** screen, you can manage many of your account settings and information.



(1) **Edit:** Use this link to change your initials to an image.
(2) **Account tab:** Displays the information in the image above.
(3) **Edit Login ID:** Change your Login ID for the next time you log into your iLearn account. When you're finished, click ***Save.***
(4) **Edit Password:** Change your password for the next time you log into your iLearn account. (See next page for more.)
(5) **Edit Security Questions:** Allows you to reset your password without Service Desk support. (See next page for more.)
(6) **Courses:** Links to your transcript.
(7) **Domains and Roles:** Shows your primary domain (organization) and all the roles and permissions you've been assigned (if any).

Fill out at least one Security Question. That way, if you forget your password, you'll still be able to access your account.

Update your iLearn Account

How to edit your password

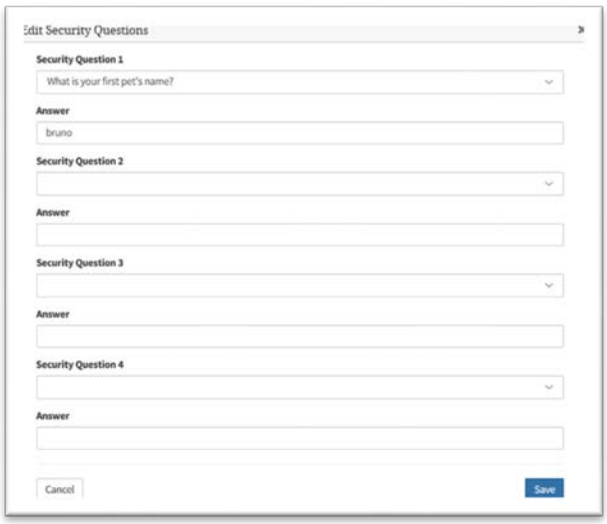
Follow these steps to change your password in the future.

Begin on your **Account** page (see previous page).

- Click the link shown in (4), **Edit Password.**
- Enter your current password, then a new one. The password must be a minimum of six characters, but does **not** require numbers, symbols or a capital letter. **NOTE:** Your password is case sensitive.
- When you're finished, click ***Save***.

Important: If you forget your iLearn password in the future, you can reset it yourself by **creating Security Questions**.

How to create Security Questions



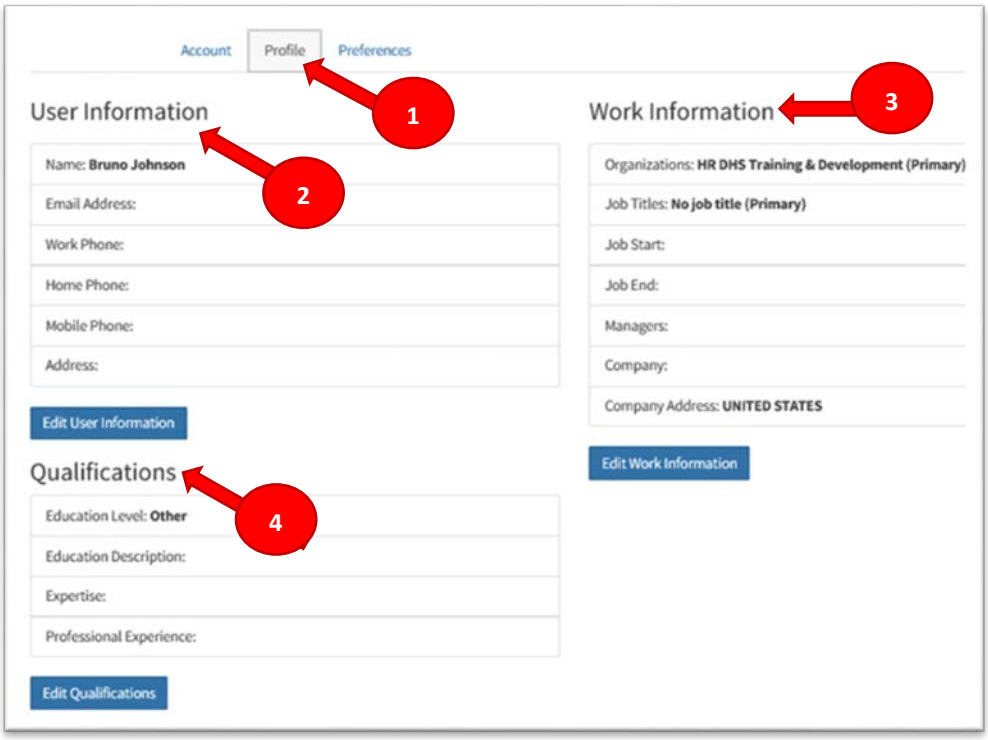
Begin on your **Account** page (see previous page).

- Click the link shown in (5), **Edit Security Questions.**
- For each of the drop downs, choose one **Question** to answer. Type the answer to each question in the matching answer box.
- Answer at least one question.
- When you're finished, click ***Save***.

Update your iLearn Account

Profile – How to change your information.

NOTE: Most of this information cannot be *permanently* changed in iLearn. See below for more information.



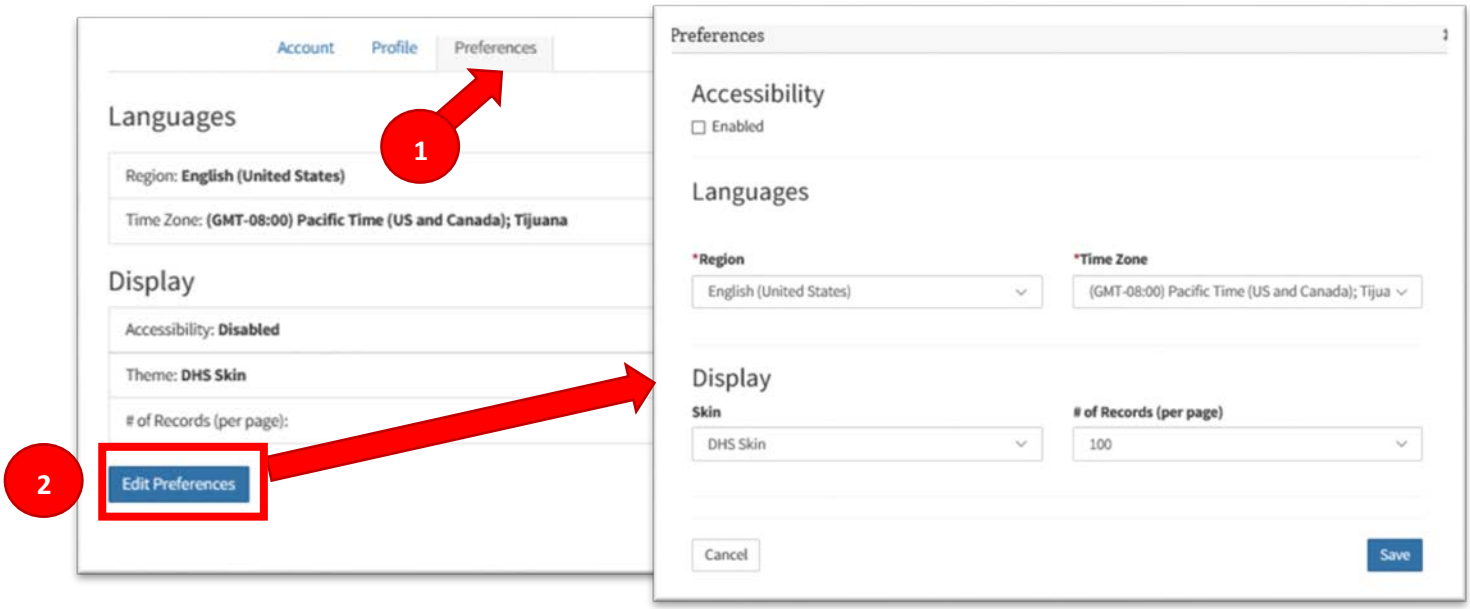
(1) **Profile tab:** Displays the information in the image above.

(2) **User Information:** Name and contact information. *If you are a partner/provider,* you can change the information in this section. *If you're DHS|OHA staff,* you cannot be permanently change your phone number in iLearn; instead, it must be changed in Outlook Directory Update. Contact DHS Training for instructions. To change your name or email, submit a *DHS|OHA Personnel Action Request Form (MSC 0109).*

(3) **Work Information:** Organizational information. *If you are a partner/provider,* you can change all information in this section. *If you're DHS|OHA staff,* you cannot be permanently change your manager or job title in iLearn; instead, it must be changed in Outlook Directory Update. Contact DHS Training for instructions.

(4) **Qualifications:** Professional and educational background information. This can be changed in iLearn by clicking the ***Edit Qualifications*** button. When you're finished, click ***Save***.

Preferences – For accessibility, languages and display.



(1) **Preferences tab:** Displays the information in the image above.

(2) **Edit Preferences:** Enable accessibility and change the number of records per page.

When you're finished making changes, click ***Save.***