

## Adult Foster Home Provider Alert

Policy updates, rule clarifications and announcements

---

**Date:** May 11<sup>th</sup>, 2021  
**To:** APD Adult Foster Home Providers  
**From:** Safety, Oversight and Quality Unit  
**Topic:** **iLearn Transition – Important Communication**

---

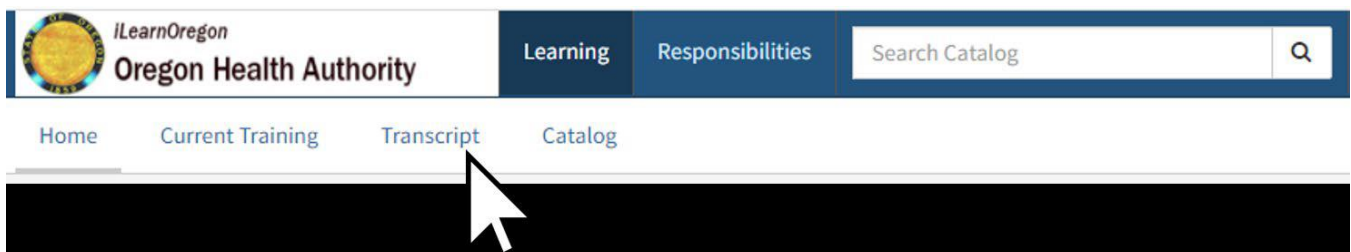
The iLearn training environment is going away, along with your stored training transcripts. You must follow the instructions below in order to save a transcript of completed trainings before 6/10/2021. **If you do not, you will not have proof of completed trainings and will need to take them again.**

### How to save your iLearn transcript in 5 steps:

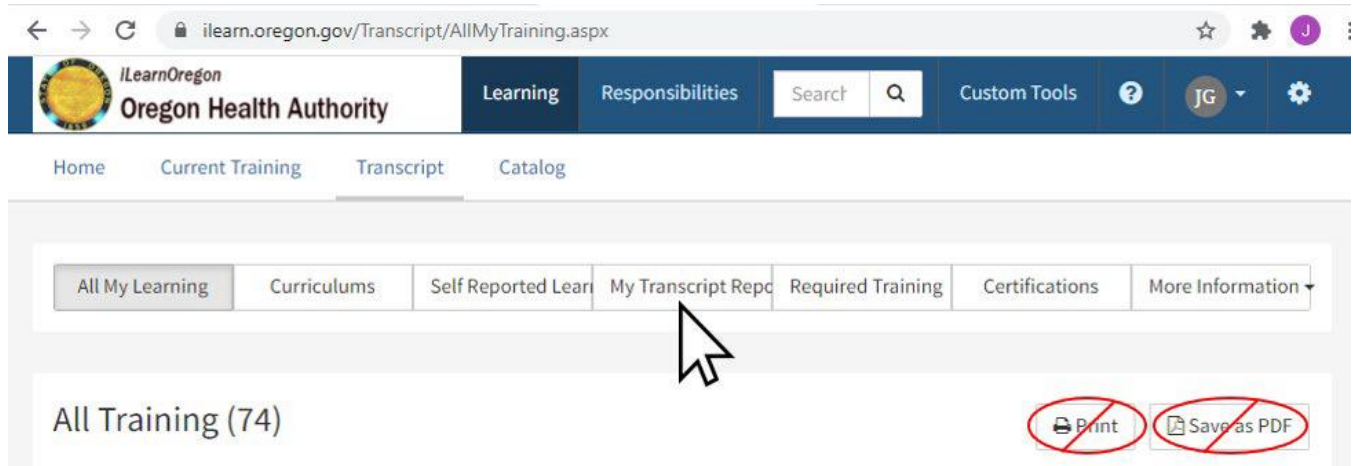
**Overview:** The following instructions demonstrate how a learner in iLearnOregon can save their transcript as a PDF or print it.

**Step 1:** Using the Microsoft Edge browser, go to the homepage of iLearnOregon by navigating to <https://ilearn.oregon.gov>

**Step 2:** On the homepage, click the *Transcript* link near the top of the page. This will take you to a page titled *All My Learning*.

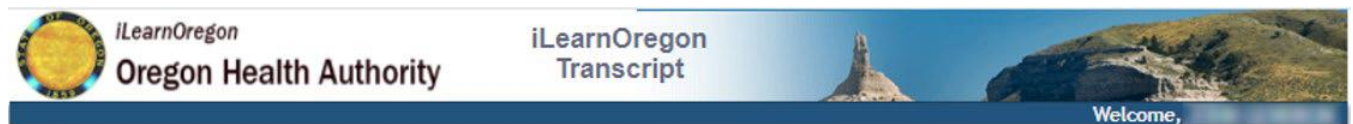


**Step 3:** On the *All My Learning* page, click the *My Transcript Report* button. This will generate a PDF of your transcript.

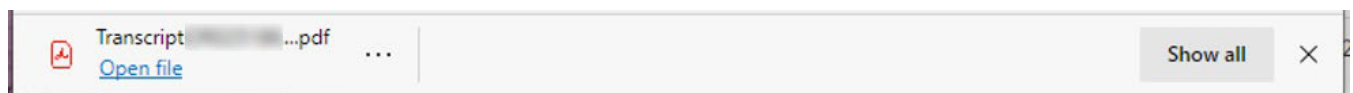


Please note that the *Print* and the *Save as PDF* buttons do not consistently function properly. We do not recommend using these buttons.

**Step 4:** Wait a moment for your transcript (report) to be generated as a PDF.



**Step 5:** A download of your transcript PDF will appear as a file to open at the bottom of your browser window:



The file is initially stored in the Downloads folder of your computer with the name Transcript[Your OR Number].pdf. Open the PDF to print a copy of your transcript or save the PDF in a location you choose.

<p><b>Now</b></p>	<p><b>Download your training transcripts:</b> When iLearn is replaced by WorkDay your training history will be lost. Copy this link and paste into your browser to access instructions on how to save your transcripts:  <a href="https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Save_Transcript_in_iLearn.pdf">https://www.oregon.gov/dhs/BUSINESS-SERVICES/Documents/Save_Transcript_in_iLearn.pdf</a></p>
<p><b>Before 6/10/2021</b></p>	<p>If you are planning on taking the Six Rights after WorkDay is available, you <b>must</b> complete the prerequisite course <b>C02865H</b> currently found in iLearn, no later than June 10, 2021. There are equipment and browser requirements:</p> <ul style="list-style-type: none"> <li>• Do not use smart phones or tablets;</li> <li>• Do not use Internet Explorer (IE) it is no longer supported. Use Firefox, Chrome or MS Edge;</li> <li>• Clear your cache, and allow pop-ups;</li> <li>• Do not leave and come back to the course, it will not register your results;</li> <li>• If you do not score 100% it will not show as completed;</li> <li>• Check your transcript after completion, if it doesn't show as completed, you'll need to verify you used the proper equipment/browser. If not completed take again but use a different browser.</li> <li>• Download your transcript after completion following the instructions listed in "Now".</li> </ul>
<p><b>Starting 6/12/2021</b></p>	<p>Check this site daily for additional information and instructions on how to create a WorkDay profile and how to register for classes.</p>
<p><b>Starting 6/17/2021</b></p>	<p>Create your new WorkDay profile and register for course. Instructions will be posted when available.</p>