

**Developmental Disabilities Services**

Anna Lansky

**Authorized signature**

**Number: APD-IM-16-066**

**Issue date: 7/22/2016**

**Topic:** Developmental Disabilities

**Subject:** Learning Center Transition to iLearnOregon

**Applies to (check all that apply):**

- |  |  |
|--|--|
| <input type="checkbox"/> All DHS employees                               | <input type="checkbox"/> County Mental Health Directors  |
| <input type="checkbox"/> Area Agencies on Aging                          | <input type="checkbox"/> Health Services   |
| <input type="checkbox"/> Aging and People with Disabilities              | <input checked="" type="checkbox"/> Office of Developmental Disabilities Services(ODDS)  |
| <input type="checkbox"/> Self Sufficiency Programs                       | <input checked="" type="checkbox"/> ODDS Children's Intensive In Home Services   |
| <input checked="" type="checkbox"/> County DD Program Managers           | <input checked="" type="checkbox"/> Stabilization and Crisis Unit (SACU)   |
| <input checked="" type="checkbox"/> ODDS Children's Residential Services | <input checked="" type="checkbox"/> Other ( <i>please specify</i> ): Brokerage Directors, Service Coordinators and Personal Agents |
| <input type="checkbox"/> Child Welfare Programs                          |  |

**Message:**

**General Information**

The DHS Learning Center is moving training courses and registration to iLearnOregon (iLearn). iLearn is a new training site for DHS and ODDS.

**Timelines**

Between now and November, you may use both the Learning Center and iLearn for your training. In general, ODDS-sponsored courses that start in September or later will be available in iLearn. In November, all training records will be copied from your Learning Center user account to your iLearn account.

**Courses**

Staff and partners access a variety of trainings through the DHS learning management system. See below for details on accessing commonly-requested trainings.

- August, 2016 SC/PA Conference: Learning Center
- Core Competency online modules: Learning Center through August, iLearn

beginning September 1

- Quality Assurance I/DD Case Management Services classroom trainings: Learning Center through July, iLearn for courses starting in September

\*please note, there are no Quality Assurance sessions offered in August

Other trainings will provide direction for registering in the training announcements.

You can find courses in iLearn by searching for the same keywords you used to find them in the Learning Center. Many courses in the Learning Center will also have a hyperlink in the course description to direct you to the corresponding course in iLearn. Please contact the course instructor if you have questions about specific sessions.

### Logging In

All Learning Center user accounts that existed prior to June 24, 2016 have been copied over to iLearn. Your iLearn account allows you to register and participate in trainings in iLearn. Log in using the same Login ID you used in the Learning Center. Passwords have been reset to “temp1234” (all lowercase).

The first time you login into iLearn, you will need to check your profile. You will change your password, complete security questions and update your email address and manager.

Those new to the system can create a new account at the iLearn website.

### Training Records

By November 1, your iLearn training record will reflect all of the courses you have completed in both the Learning Center and iLearn. The Learning Center will close after this data is copied over for all users.

### Resources

Learn more about the move to iLearn online: [DHS-OHA Training](#)

The Learning Center website is available online:

<https://dhslearn.hr.state.or.us>

The iLearn website is available online:

<https://ilearn.oregon.gov/Default.aspx>.

Please contact the Service Desk for help with your login or password:

[DHS.ServiceDesk@state.or.us](mailto:DHS.ServiceDesk@state.or.us)

*If you have any questions about this information, contact:*

<b>Contact(s):</b>	Lisa Walden		
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>	ODDS.Training@state.or.us		

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