# How to Create a New Account for iLearn

NOTE: These instructions are for non-state employees. If you are a state employee you already have an account. If you've never accessed iLearn before, Click on "Log In" and enter your OR# [ORXXXXXXX] as both Login ID and Password. If that doesn't work, use the **"Forgot your login ID or password?"** prompt to recover your password. If you are unable to recover your information, contact David.Beatty@state.or.us for help.

1. Go to https://ilearn.oregon.gov and click on *"Create Account"*.
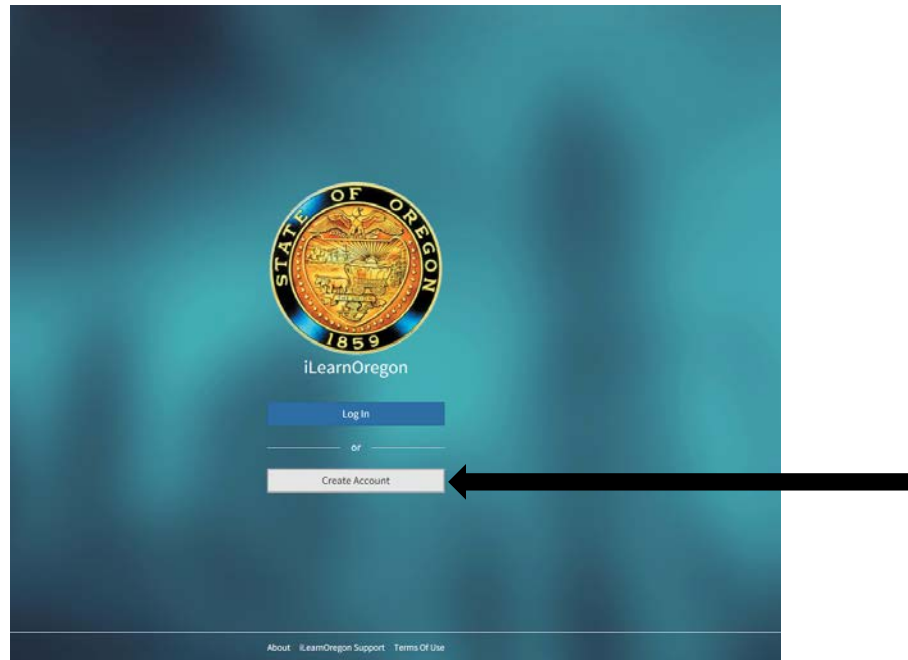
2. Select *"Not a State Employee"*, then fill in First Name, Last Name, Email address, and Choose a login ID (something you can remember).

3. You will receive a confirmation page that looks like this:

> A confirmation email will be sent the 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.
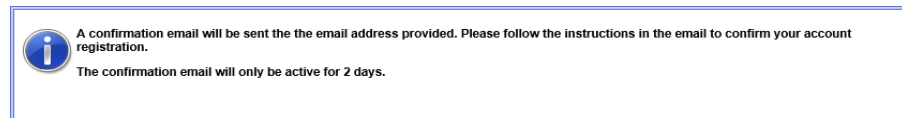
4. Close the confirmation page. Within 10 minutes you should receive an email called *"iLearn Oregon Account Confirmation"*. Either click the link in that email, or copy and paste the link into your browser and hit enter. If you can't find the email, check your JUNK EMAIL file.

5. You will receive a 2nd email called *"iLearnOregon: Temporary Password"*. Return to the iLearn homepage https://ilearn.oregon.gov and click on "Log In". Enter the login ID you selected in Step 2 and your temporary password. After login you will be prompted to create your own password.

iLearn.**Oregon**.Gov

*Current Password

*New Password

*Confirm New Password

Cancel   Save

6. You are now enrolled in iLearn! Search for training at the top of the page. If you have trouble viewing a course, SWITCH TO ANOTHER BROWSER. Google Chrome works best.

7. Direct questions to the DPSST iLearn Domain administrator: David.Beatty@state.or.us

Online Speed Measuring Device training via iLearn

To access the online Speed Measuring Device curriculum and request approval for the course:

1. Type in "**speed**" in the "Search Catalog" field at the top of the iLearn homepage, locate the course, and either enroll or request access.
2. When requesting access to the course, **put your DPSST number in the "Reason for Request" box.** If you don't put your DPSST number in your request will be denied.
3. The approval process usually takes less than a few days.