iLearn**Oregon**

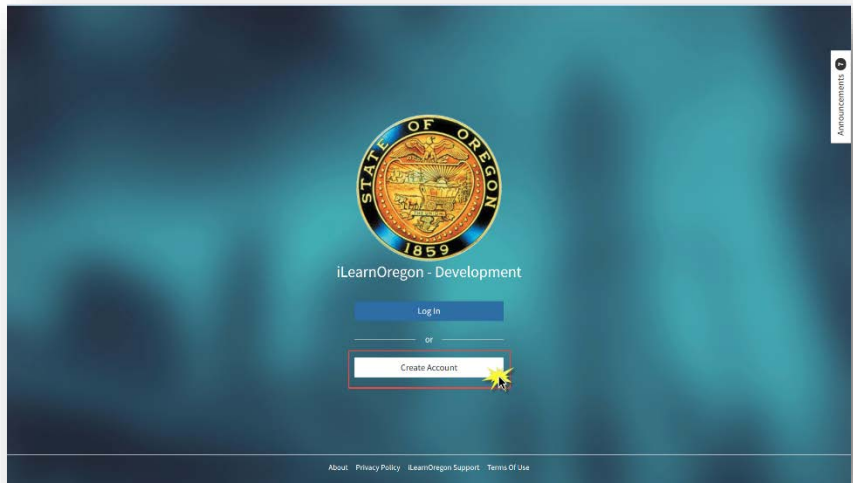*Creating User Account – Not a state employee*
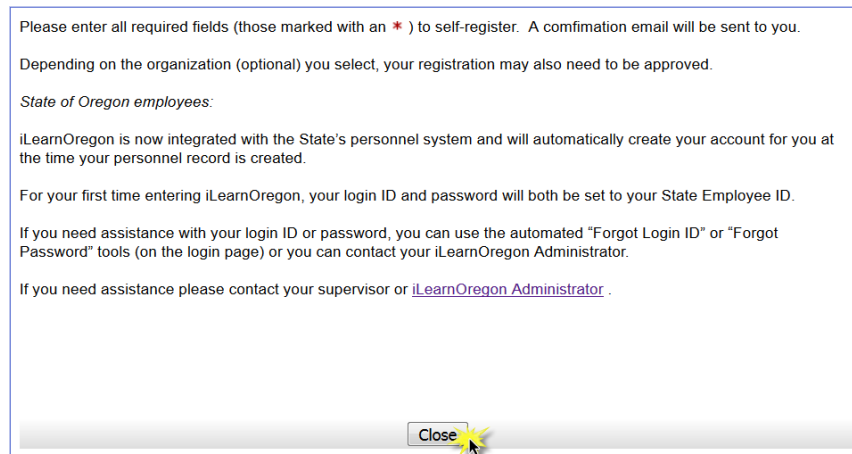
This job aid provides you with the steps to create a new user account.

Go to - https:ilearn.oregon.gov

1. *Click* **Create Account**.

2. *Click* **Close** on this pop up window.

Please enter all required fields (those marked with an ✱) to self-register. A comfimation email will be sent to you.

Depending on the organization (optional) you select, your registration may also need to be approved.

State of Oregon employees:

iLearnOregon is now integrated with the State's personnel system and will automatically create your account for you at the time your personnel record is created.

For your first time entering iLearnOregon, your login ID and password will both be set to your State Employee ID.

If you need assistance with your login ID or password, you can use the automated "Forgot Login ID" or "Forgot Password" tools (on the login page) or you can contact your iLearnOregon Administrator.

If you need assistance please contact your supervisor or iLearnOregon Administrator .

Close

If the window will not close try decreasing your display by using (Ctrl and -) or using your browser menu, if that doesn't work try completing your registration in a different browser.

iLearn Oregon

Creating User Account – Not a state employee

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1. *Select* **Not a State Employee**
2. *Enter* First and Last name
3. *Enter* valid email address
   a. An email address can only be used one time in iLearn
   b. You will have to access this email in order to confirm your account before the registration process will complete
4. *Enter* your Login ID (must be unique)
5. *Select* **Job Title**
   a. This is not mandatory, if you search and do not find an appropriate title just leave blank.
6. *Select* **Organization**
   a. If you are unsure of what Organization you should be selecting contact the person that directed you to create an account for assistance.
   b. Creating your account in the **Other, Non State Employees** domain may not give you access to the training you need.
7. **Manager**, leave this blank
8. *Select* the **Submit** button

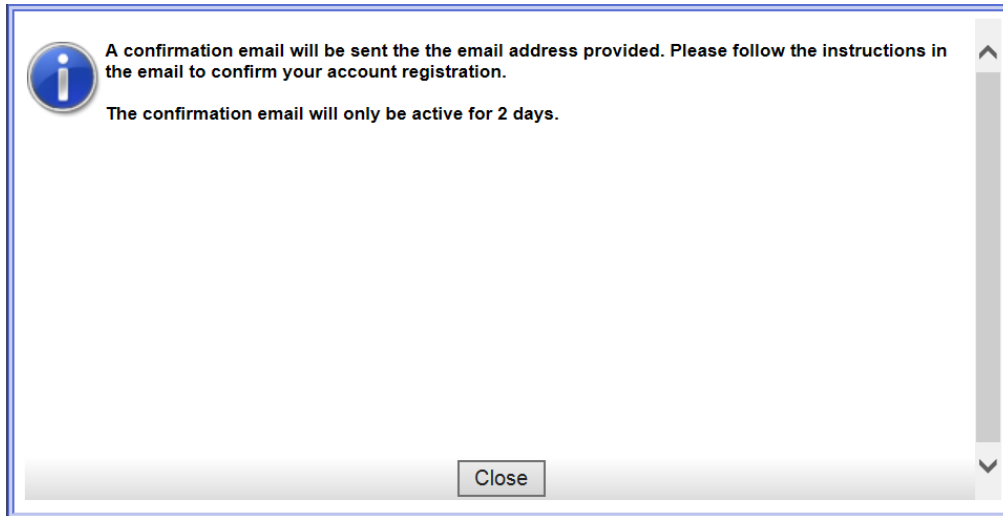|	
	Show Help
✱ Type:	○ State Employee
	○ State Employee using a non-State email
1	● Not a State Employee
✱ First Name:	Jennifer
✱ Last Name:	Jones
2	
Middle Name/Init:	
✱ Email:	Jennifer.Jones@gmail.com **3**
✱ Choose a login ID:	JennyJones **4**
Job Title:	Volunteer - T0007 **5** ▼
Organization:	Other, Non State Employees ▼

6 ⊟**Other, Non State Employees**
├ Boards and Commissions
├ ⊞City Governement (Partners)
├ ⊞City Government
├ ⊞County Government
├ Federal Government
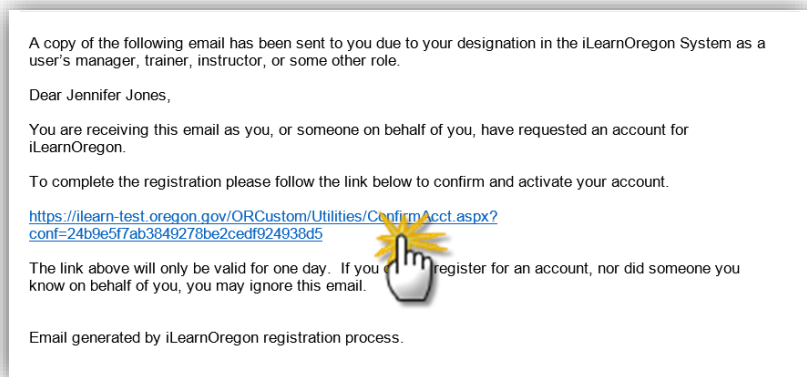├ ⊞Oregon Universities

| Manager: | (None Selected) **7** ▼ |
| | Submit **8** |

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3. You now have **48 hours** (2days) to confirm your account before your registration expires and you have to start the process from the beginning.

> **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.**
>
> [Close]

4. As soon as you click the link (once) you will receive and email with your Login ID and your temporary password.

You can now log into iLearnOregon.

> A copy of the following email has been sent to you due to your designation in the iLearnOregon System as a user's manager, trainer, instructor, or some other role.
>
> Dear Jennifer Jones,
>
> You are receiving this email as you, or someone on behalf of you, have requested an account for iLearnOregon.
>
> To complete the registration please follow the link below to confirm and activate your account.
>
> https://ilearn-test.oregon.gov/ORCustom/Utilities/ConfirmAcct.aspx?conf=24b9e5f7ab3849278be2cedf924938d5
>
> The link above will only be valid for one day. If you did not register for an account, nor did someone you know on behalf of you, you may ignore this email.
>
> Email generated by iLearnOregon registration process.

If you double click on the link it will give you an error message that the account request has expired.