

Not a State Employee - Creating a New iLearn Account

The screenshot shows the State of Oregon DPSST website. The main content area features the I.R.I.S. logo and text: "You can search by last name or DPSST issued Private Security Identification Number (PSID). Records include provider's training, employment, certification and deficiencies. I.R.I.S. offers the option to print a profile report. We encourage the use of I.R.I.S. for individuals looking for public record information. If I.R.I.S. does not provide the information you need, please visit the [Records Request page](#). We are also available by phone Monday - Friday from 8AM to 4:30PM at [503-378-8531](tel:503-378-8531)." Below this is a "Quick links" section with a list of links: "of Private Security Instructors", "Class calendar for Private Security", "Unarmed Security Professional", "Unarmed Private Security Instructor", "Armed/Unarmed Security Professional", "Firearms Private Security Instructor", "Fingerprinting Options and Information", "Forms", "Fees", "Instructor Resources", and "Check your company status using [SNAPSHOT](#)". A red box highlights the link "Event and Entertainment Private Security".

1 Starting from: <https://www.oregon.gov/DPSST/PS/> scroll down and click on the [Event and Entertainment Private Security](#) link or navigate to: <http://ilearn.or.gov>

The screenshot shows the iLearnOregon login page. The page features the State of Oregon seal and the text "iLearnOregon". There are two buttons: "Log In" and "Create Account". The "Create Account" button is highlighted with a red box.

2 Select the [Create Account](#) button to proceed to the next page.

The screenshot shows the 'User Registration' page on iLearn.Oregon.Gov. The page includes a header with the logo and 'User Registration' text. Below the header, there is a 'Welcome new user' message. The main content area contains instructions and a registration form. A red box highlights the 'Type' section, which includes three radio button options: 'State Employee', 'State Employee using a non-State email', and 'Not a State Employee'. A blue callout box with the number '3' points to the 'Not a State Employee' option. Another red box highlights the 'First Name', 'Last Name', 'Email', and 'Choose a login ID' fields, which are marked with a red asterisk. A blue callout box with the number '4' points to these fields. A third red box highlights the 'Submit' button, and a blue callout box with the number '5' points to it. The form fields are filled with the following information: First Name: John, Last Name: Doe, Middle Name/Init: (empty), Email: J.Doe@MyMailAddress.com, and Choose a login ID: DohnD|.

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

Depending on the organization (optional) you select, your registration may vary.

State of Oregon employees:

iLearnOregon is now integrated with the State's personnel system and will automatically create your record.

For your first time entering iLearnOregon, your login ID and password will be emailed to you (on the login page) or you can contact your iLearnOregon Administrator.

If you need assistance please contact your supervisor or [iLearnOregon Administrator](#).

3 Be sure to click the Not a State Employee radio button.

State Employee
 State Employee using a non-State email
 Not a State Employee

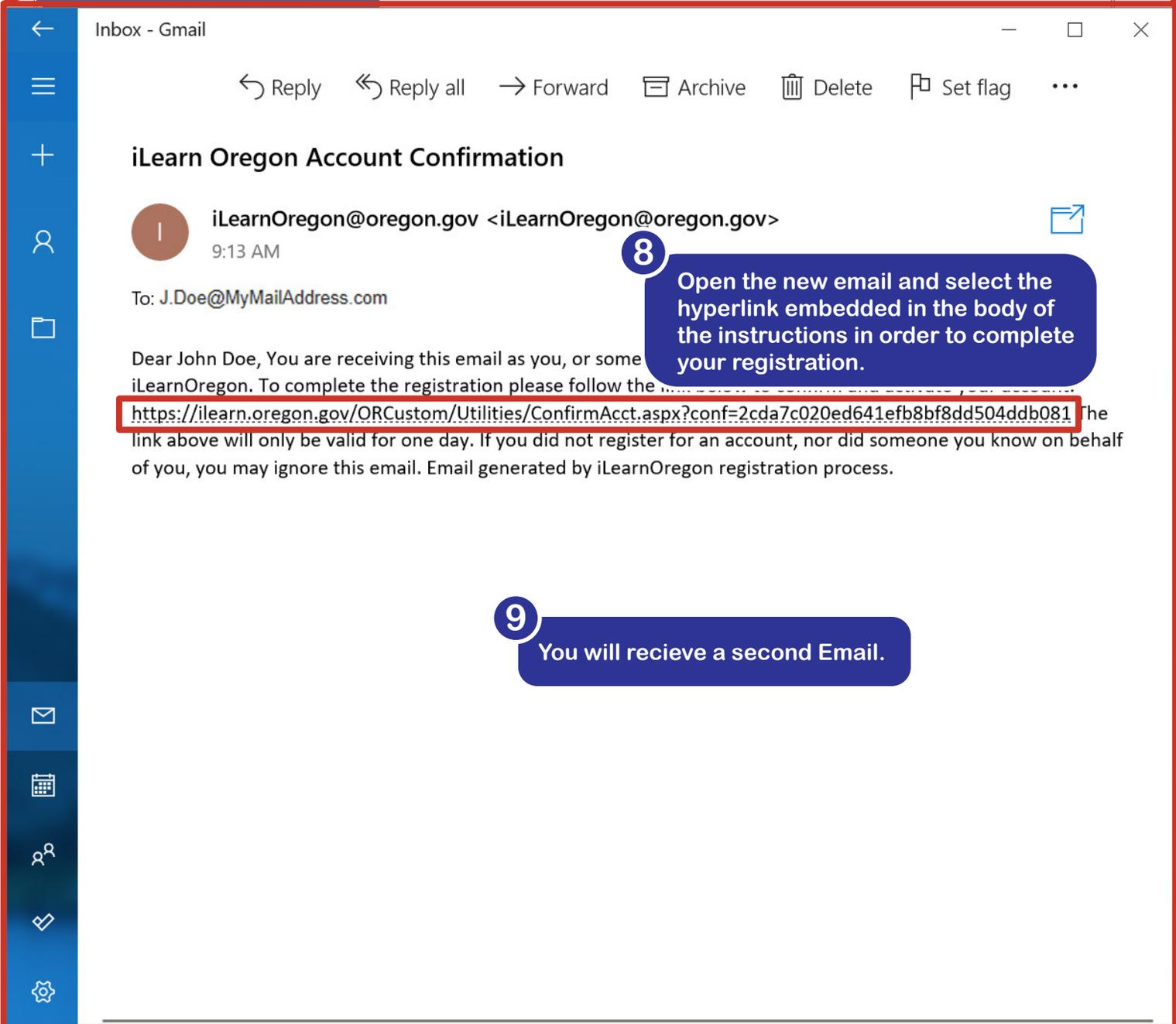
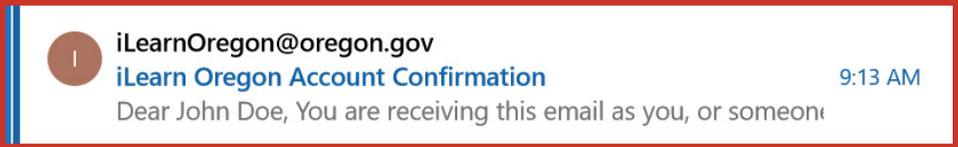
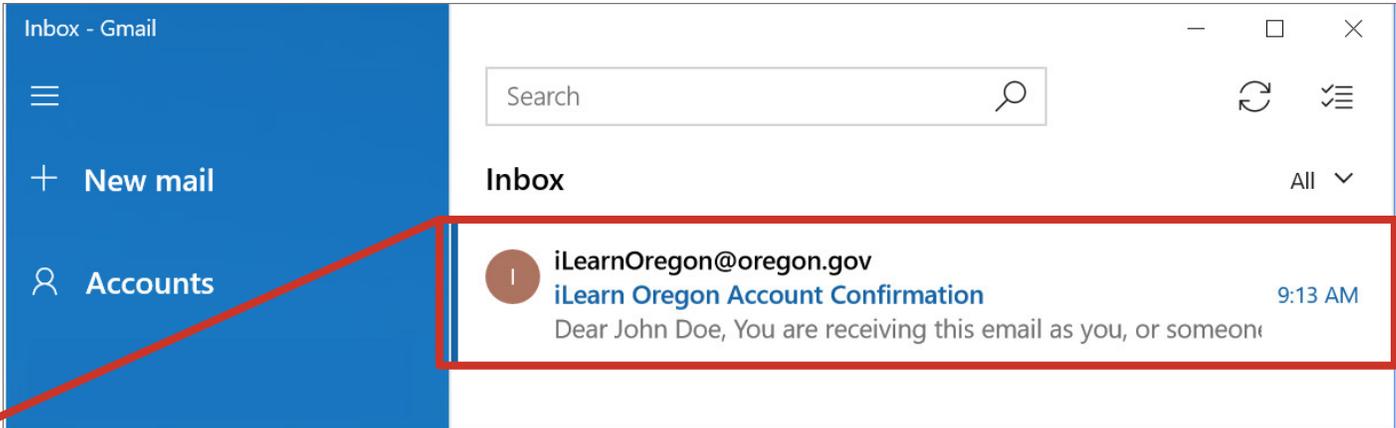
* Type:
 State Employee
 State Employee using a non-State email
 Not a State Employee

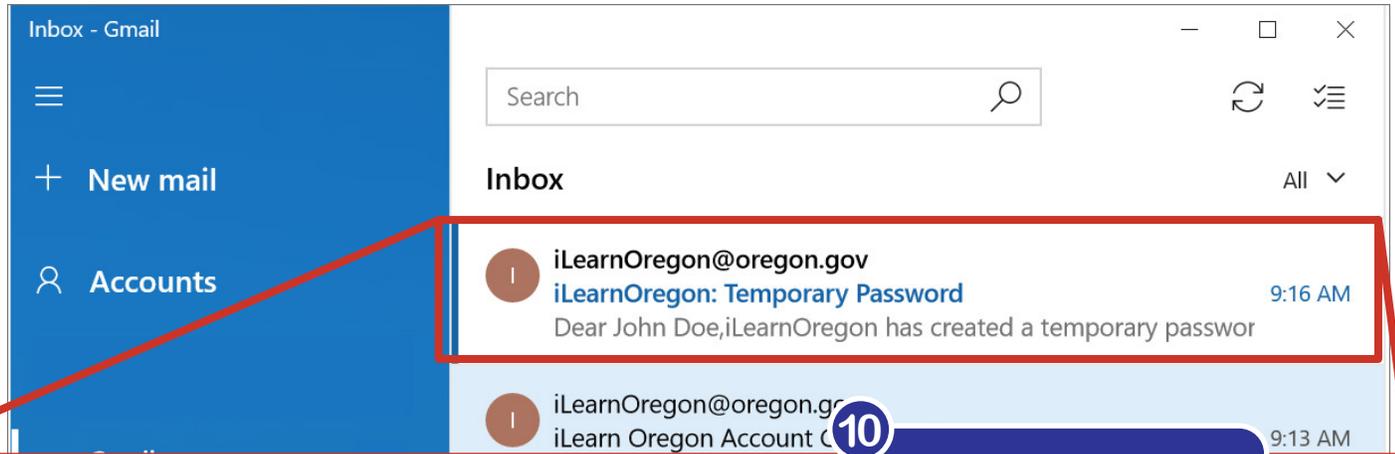
* First Name:
* Last Name:
Middle Name/Init:
* Email:
* Choose a login ID:

4 Fill out all the required information identified with a red asterisk: First Name; Last Name; Email; and Choose a login ID. (Be sure to remember your Login ID for later.)

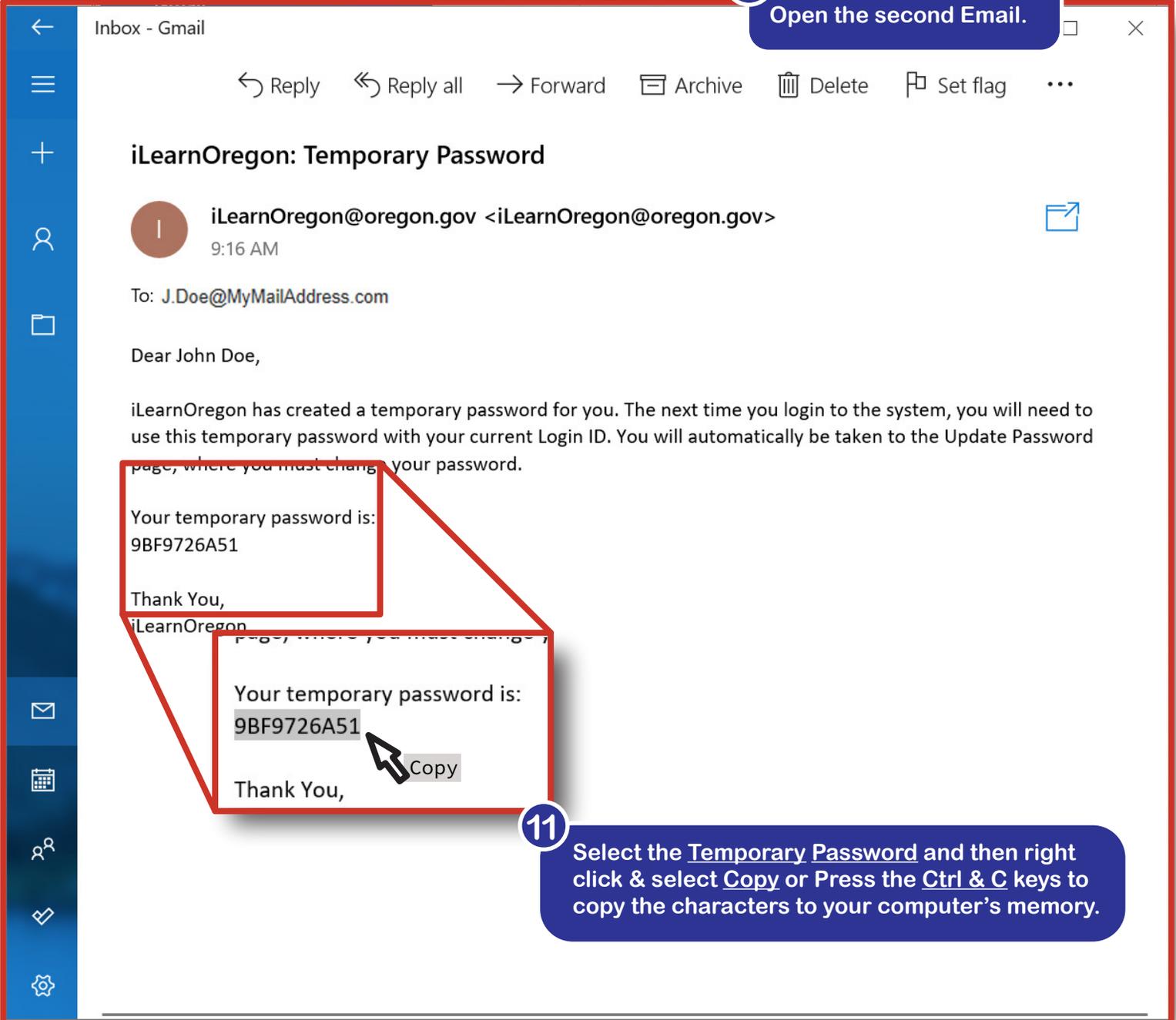
5 When you have entered all the required information select the Submit button.

The screenshot shows a web browser window with the URL <https://ilearn.oregon.gov/ORCustom/Utilities/UserRegistration.aspx>. The page title is "User Registration" and the logo is "iLearn.Oregon.Gov". A "Welcome new user" message is visible in the top right. The main content area contains instructions for registration, including a note about state employees and a confirmation email. A red-bordered callout box highlights the confirmation email message, which includes an information icon and the text: "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." A blue callout bubble with the number "6" points to the message, containing the text: "You will receive a message telling you that an email has been sent to the email address you just provided." At the bottom of the callout box, a "Close" button is highlighted with a red border, and a blue callout bubble with the number "7" points to it, containing the text: "Select the Close button."



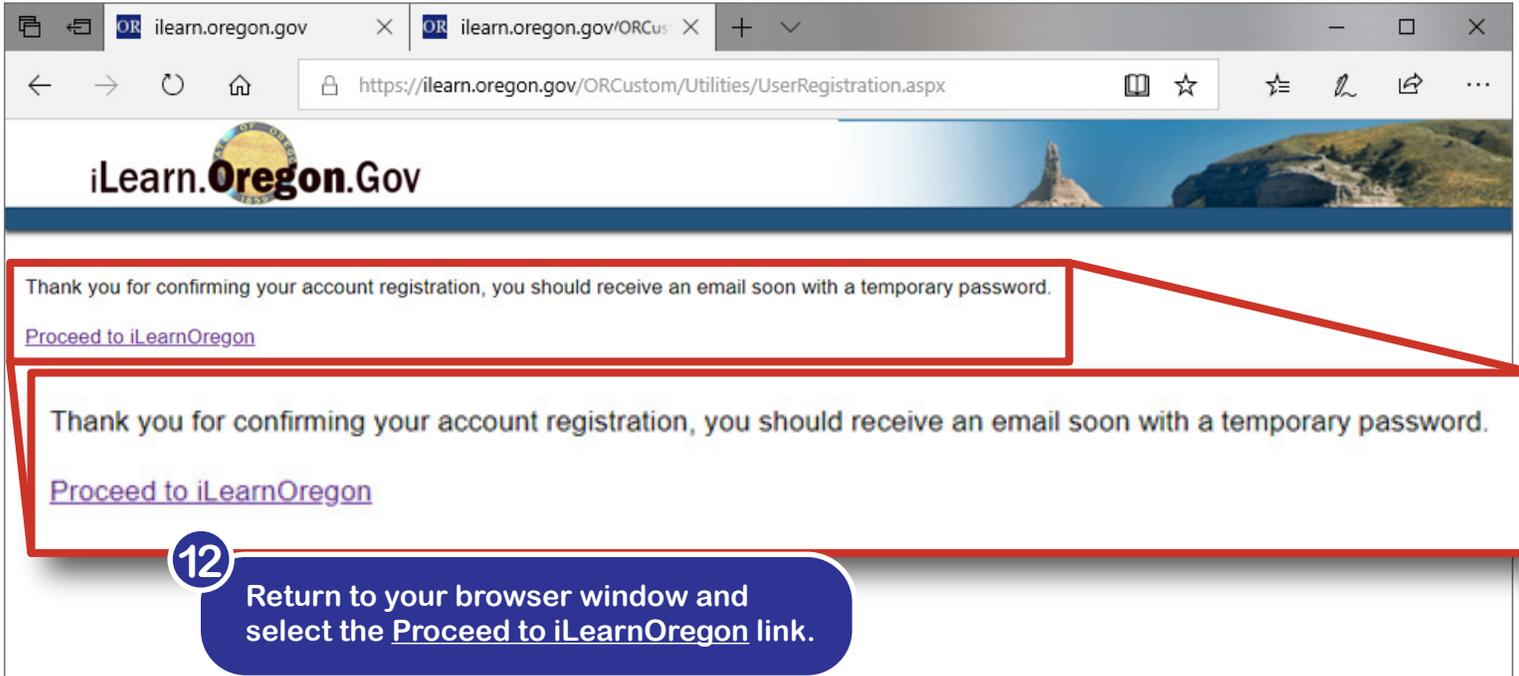


10 Open the second Email.

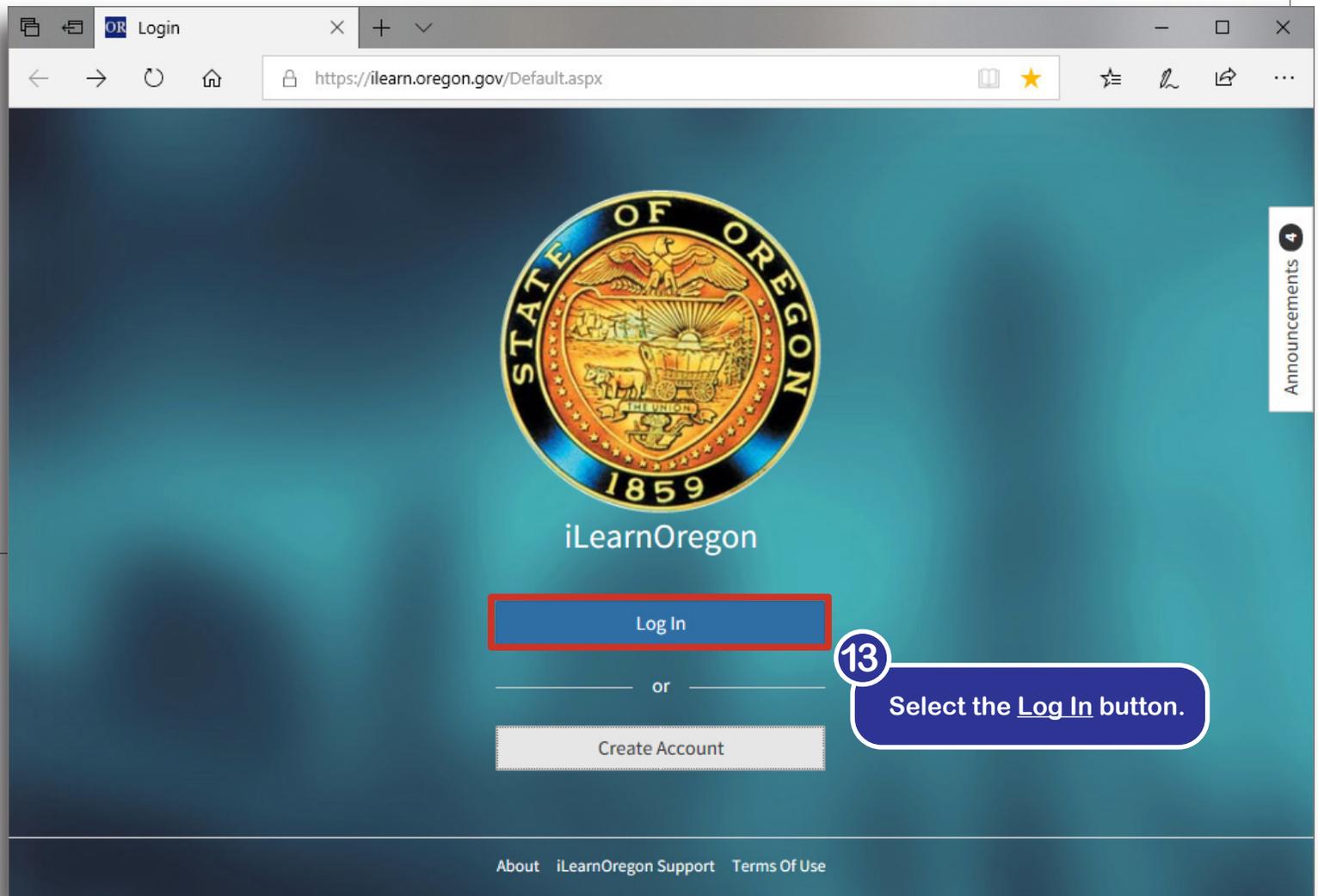


11 Select the Temporary Password and then right click & select Copy or Press the Ctrl & C keys to copy the characters to your computer's memory.

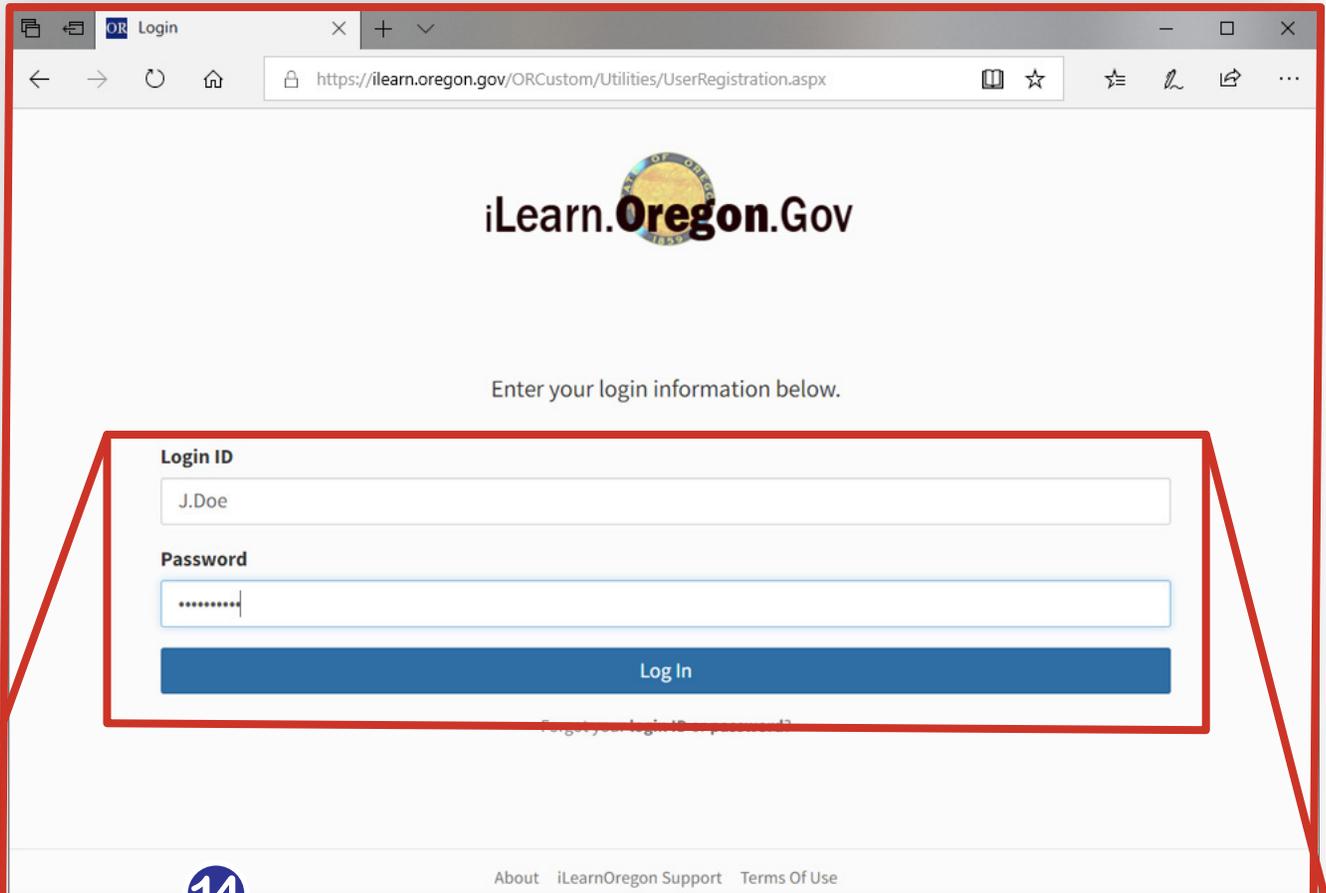
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The screenshot shows a web browser window with two tabs. The active tab is titled "iLearnOregon.gov" and the address bar shows "https://ilearn.oregon.gov/ORCustom/Utilities/UserRegistration.aspx". The page header features the "iLearnOregon.Gov" logo and a scenic background image of a coastline. The main content area contains a confirmation message: "Thank you for confirming your account registration, you should receive an email soon with a temporary password." Below this message is a blue link labeled "Proceed to iLearnOregon". A red rectangular box highlights the message and the link. A blue callout bubble with the number "12" points to the link, containing the text: "Return to your browser window and select the Proceed to iLearnOregon link."



The screenshot shows a web browser window with a tab titled "Login". The address bar shows "https://ilearn.oregon.gov/Default.aspx". The page features a large circular seal of the State of Oregon with the text "STATE OF OREGON" and "1859". Below the seal is the text "iLearnOregon". There are two buttons: a blue "Log In" button and a grey "Create Account" button. A red rectangular box highlights the "Log In" button. A blue callout bubble with the number "13" points to the button, containing the text: "Select the Log In button." On the right side of the page, there is a vertical "Announcements" section with a small icon.



14

Enter the Login ID you created when you entered your information into iLearn.

Login ID

J.Doe

15

Paste in the Temporary Password.

Password

.....

16

Select the Login button.

Log In

Forgot your login ID or password?

17 You will be prompted to change your Password.

18 Paste in the Temporary Password again.

19 Type in a New Password and then Confirm that password by typing it in again exactly the same.

20 Select the Save button.

The screenshot shows the 'iLearn.Oregon.Gov' user registration form. It includes fields for 'Current Password', 'New Password', and 'Confirm New Password', each with a red box around it. A 'Save' button is highlighted with a red box. The browser address bar shows 'ilearn.oregon.gov/ORCustom/Utilities/UserRegistration.aspx'.

21 When the training page opens select the Enroll button to launch Chapter 1 of the online training.

22 After you have completed each Chapter of the online training you must print the Certificate of Completion and then click the link to the next section of the training. Be sure to print and sign the third Certificate after you have passed the final Exam.

The screenshot shows the training page for 'DPSST - Event and Entertainment Private Security Certification - Chapter 1'. An 'Enroll*' button is highlighted with a red box. A table of 'Other Available Training' is visible, with the entry 'DPSST - Event and Entertainment Private Security Certification - Chapter 2' highlighted with a red box. The browser address bar shows 'https://ilearn.oregon.gov/ContentDetails.aspx?id=488CCA77B90F4F3BAE9A513B1EB5B048'.