

Not a State Employee - Creating a New iLearn Account

Online portion of Unarmed Instructor Renewal - Message (HTML)

File Message Developer Acrobat Tell me what you want to do...

Ignore Delete Reply Reply All Forward eGov To Manager Rules OneNote Mark Categorize Follow Translate Zoom

Jonie Smith J.Doe@MyMailAddress.com 12:37 PM

Online portion of Unarmed Instructor Renewal

Good Afternoon,

Congratulat **1** being some of first certified instructors to participate in our online Unarmed Private Security Instructor Refresher Course and Exam.

Click the link p
Once you have
1. Create
2. iLearn
3. Check y
4. Go back to the previous iLearnOregon page and enter the temporary password. You will be prompted to create your own unique password. Please remember keep your user name and password somewhere safe for future use.
5. Once you have created your account click the link for the online course <https://ilearn.oregon.gov//DL.aspx?id=3C195C20BBE348A1945603F69F9E672B>.
6. At the end of the course there will be a link to the exam, the exam cannot be completed until the training has been finished.
7. Print the certificate of completion and include with the submission of the renewal application packet. (If you have already submitted your renewal, just provide us with a copy of the certificate.)

If at any point you cannot
If you cannot access the
If you get a chance to c
Thanks!

2 Click on the first link in the invitation email or open your web browser and navigate to <http://ilearn.or.gov>

<https://ilearn.oregon.gov//DL.aspx?id=3C195C20BBE348A1945603F69F9E672B>

OR Login

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

STATE OF OREGON
1859
iLearnOregon

Log In

or

Create Account

Announcements

About iLearnOregon Support Terms Of Use

Not a State Employee - Creating a New iLearn Account

The screenshot shows the 'User Registration' page on the iLearn.Oregon.Gov website. The page has a header with the logo and a 'Welcome new user' message. The main content area contains instructions and a registration form. Three callouts are present: Callout 3 points to the 'Not a State Employee' radio button in the 'Type' section. Callout 4 points to the required fields: First Name, Last Name, Email, and Choose a login ID. Callout 5 points to the 'Submit' button at the bottom of the form.

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

4 Be sure to 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.

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.

If you need assistance with your login ID or password, you can contact your iLearnOregon Administrator.

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

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:**

The screenshot shows a web browser window with the URL <https://ilearn.oregon.gov/ORCustom/Utilities/UserRegistration.aspx>. The page title is "iLearn.Oregon.Gov" and the section is "User Registration". A message states: "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 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 iLearn, a confirmation email will be sent to the email address provided. Please follow the instructions in the email to confirm your account registration. If you need assistance with your registration, contact the Help Desk at 800-452-4529 or visit the Help Desk tools (on the login page) or visit the Help Desk." A large white box with a red border contains 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 says: "You will receive a message telling you that an email has been sent to the email address you just provided." A red box highlights the "Close" button at the bottom of the white box. A blue callout bubble with the number 7 says: "Select the Close button."

6 You will receive a message telling you that an email has been sent to the email address you just provided.

7 Select the Close button.

The image shows a Gmail interface. The top section displays the 'Inbox - Gmail' header with a search bar and navigation icons. The inbox list shows an email from 'iLearnOregon@oregon.gov' with the subject 'iLearn Oregon Account Confirmation' and a timestamp of '9:13 AM'. A red box highlights this email entry. Below the inbox, the email details are shown, including the sender's name, email address, and the subject. The body of the email contains a confirmation message and a hyperlink. A blue callout box with the number '8' points to the hyperlink. The hyperlink is highlighted with a red box. The bottom section of the email body contains additional instructions and a disclaimer.

Inbox - Gmail

Search

Inbox

All

iLearnOregon@oregon.gov
iLearn Oregon Account Confirmation 9:13 AM
Dear John Doe, You are receiving this email as you, or someone

iLearn Oregon Account Confirmation

iLearnOregon@oregon.gov <iLearnOregon@oregon.gov> 9:13 AM

To: J.Doe@MyMailAddress.com

Dear John Doe, You are receiving this email as you, or someone
iLearnOregon. To complete the registration please follow the instructions below.

<https://ilearn.oregon.gov/ORCustom/Utilities/ConfirmAcct.aspx?conf=2cda7c020ed641efb8bf8dd504ddb081> 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.

8 Open the new email and select the hyperlink embedded in the body of the instructions in order to complete your registration.

The image shows a Gmail interface. The top part displays the inbox with two emails from **iLearnOregon@oregon.gov**. The first email, titled **iLearnOregon: Temporary Password**, is highlighted. A red box around it is labeled with a blue circle containing the number **9** and the text **Open the second Email.**

Below the inbox, the selected email is open. It shows the sender **iLearnOregon@oregon.gov** and the recipient **J.Doe@MyMailAddress.com**. The email body contains the following text:

Dear John Doe,

iLearnOregon has created a temporary password for you. The next time you login to the system, you will need to use this temporary password with your current Login ID. You will automatically be taken to the Update Password page, where you must change your password.

Your temporary password is:
9BF9726A51

Thank You,
iLearnOregon

A second red box highlights the temporary password **9BF9726A51**. A blue circle with the number **10** and the text **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.** points to this box. A mouse cursor is shown clicking on the password, and a **Copy** button is visible.

Not a State Employee - Creating a New iLearn Account

Thank you for confirming your account registration, you should receive an email soon with a temporary password.

[Proceed to iLearnOregon](#)

11 Return to your browser window and select the [Proceed to iLearnOregon](#) link.

Online portion of Unarmed Instructor Renewal - Message (HTML)

File Message Developer Acrobat Tell me what you want to do...

Ignore Delete Reply Reply All Forward eGov Team Email Reply & Delete To Manager Done Create New Rules OneNote Actions Move Mark Unread Categorize Follow Up Translate Zoom

Jonie Smith J.Doe@MyMailAddress.com 12:37 PM

Online portion of Unarmed Instructor Renewal

Good Afternoon,

Congratulations on being some of first certified instructors to participate in our online Unarmed Private Security Instructor Refresher Course and Exam.

Click the link provided and you will be directed to our iLearnOregon webpage - <https://ilearn.oregon.gov//DL.aspx?id=3C195C20BBE348A1945603F69F9E672B>

Once you have reach the iLearnOregon webpage follow the instructions below:

1. Create a personal profile for a non-state employee.
2. iLearnOregon will send you an email with a temporary password.
3. Check your email with a new browser or via your phone, if able, to retrieve the temporary password. DO NOT close out of the iLearnOregon page.
4. Go back to the previous iLearnOregon page and enter the temporary password. You will be prompted to create your own unique password. Please remember keep your user name and password somewhere safe for future use.
5. Once you have created your account click the link for the online course <https://ilearn.oregon.gov//DL.aspx?id=3C195C20BBE348A1945603F69F9E672B>.
6. At the end of the course there will be a link to the exam, the exam cannot be completed until the training has been finished.
7. Print the certificate of completion and include with the submission of the renewal application packet. (If you have already submitted your renewal, just provide us with a copy of the certificate.)

If at any point you cannot find the course, type **DPSST - Unarmed Private Security Instructor - Refresher** in the search bar.

If you cannot access the exam at the end of the course, type **DPSST - Unarmed Private Security Instructor - Refresher** in the search bar.

If you get a chance to complete the training prior to class, please provide feedback at the instructor course.

Thanks!

12 You may also return to the invitation email message and select the second link to return to <http://ilearn.or.gov>.

Not a State Employee - Creating a New iLearn Account

The image shows a sequence of two browser screenshots from the iLearn Oregon website, illustrating the login process for non-state employees. The first screenshot shows the main iLearnOregon page with the state seal and a 'Log In' button. The second screenshot shows the login form with fields for 'Login ID' and 'Password', and a 'Log In' button. Red lines and callouts connect the 'Log In' button in the first screenshot to the login form in the second, and then to the 'Log In' button in the second screenshot.

13 Select the Log In button.

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

15 Paste in the Temporary Password.

16 Select the Login button.

Log In

Log In

Forgot your login ID or password?

Not a State Employee - Creating a New iLearn Account

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.

21 When the training page opens select the Open Item button.

22 After you have completed the online training you must print the Certificate of Completion and then click the link to the Final Exam. Be sure to print and sign the final Certificate of Completion.

The image shows two screenshots of the iLearn Oregon website. The top screenshot displays the 'UserRegistration.aspx' page where a user is prompted to change their password. It features three password input fields: 'Current Password', 'New Password', and 'Confirm New Password', each with a red box around it. A 'Save' button is also highlighted with a red box. The bottom screenshot shows the 'ContentDetails.aspx' page for the 'DPSST - Unarmed Private Security Instructor - Refresher' course. It includes a description, a rating, and a list of other available training. A red box highlights the 'Open Item' button, and another red box highlights the 'DPSST - Unarmed Private Security Instructor - Refresher - Final Exam' link in the 'Other Available Training' section.