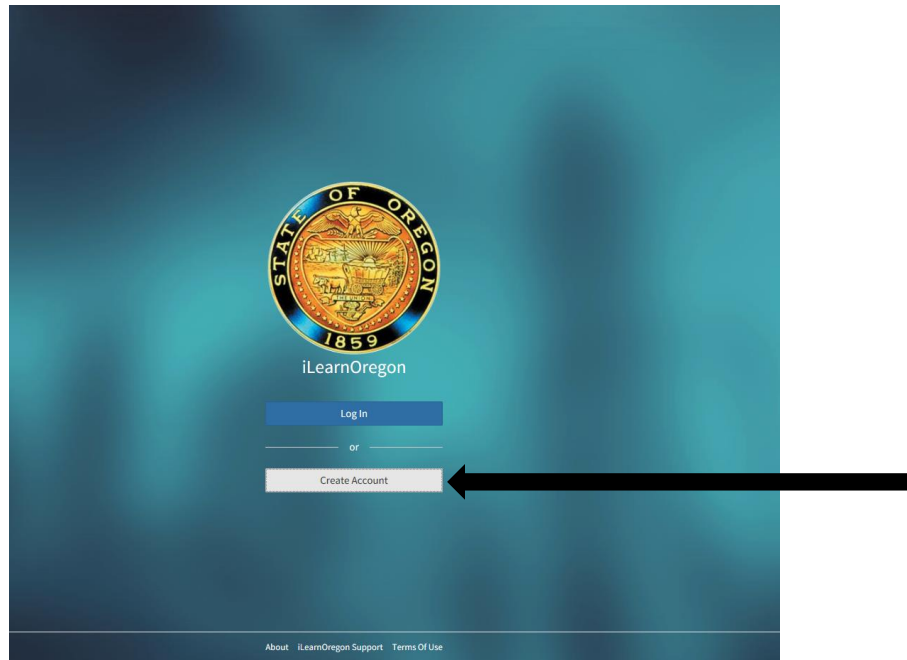


## How to Create a New Account for iLearn

**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# [ORXXXXXX] 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](mailto:David.Beatty@state.or.us) for help.

1. Go to [www.ilearn.oregon.gov](http://www.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)

User Registration

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 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 Administrators](#).

\* 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:

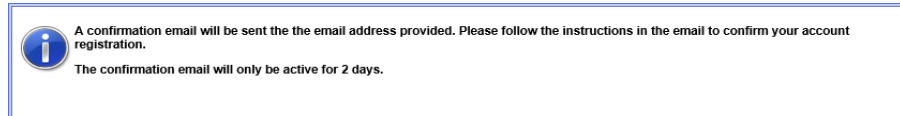
Job Title:

Organization:

Manager:

## How to Create a New Account for iLearn

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



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 2<sup>nd</sup> email called **“iLearnOregon: Temporary Password”**. Return to the iLearn homepage [www.ilearn.oregon.gov](http://www.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.

The image shows a web form for creating a password on the iLearn Oregon Gov website. The form has three input fields: "Current Password", "New Password", and "Confirm New Password". Each field is preceded by an asterisk. At the bottom of the form, there are two buttons: "Cancel" and "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 and Microsoft Edge seem to work well.
7. Direct questions to the DPSST iLearn Domain administrator: [David.Beatty@state.or.us](mailto:David.Beatty@state.or.us)