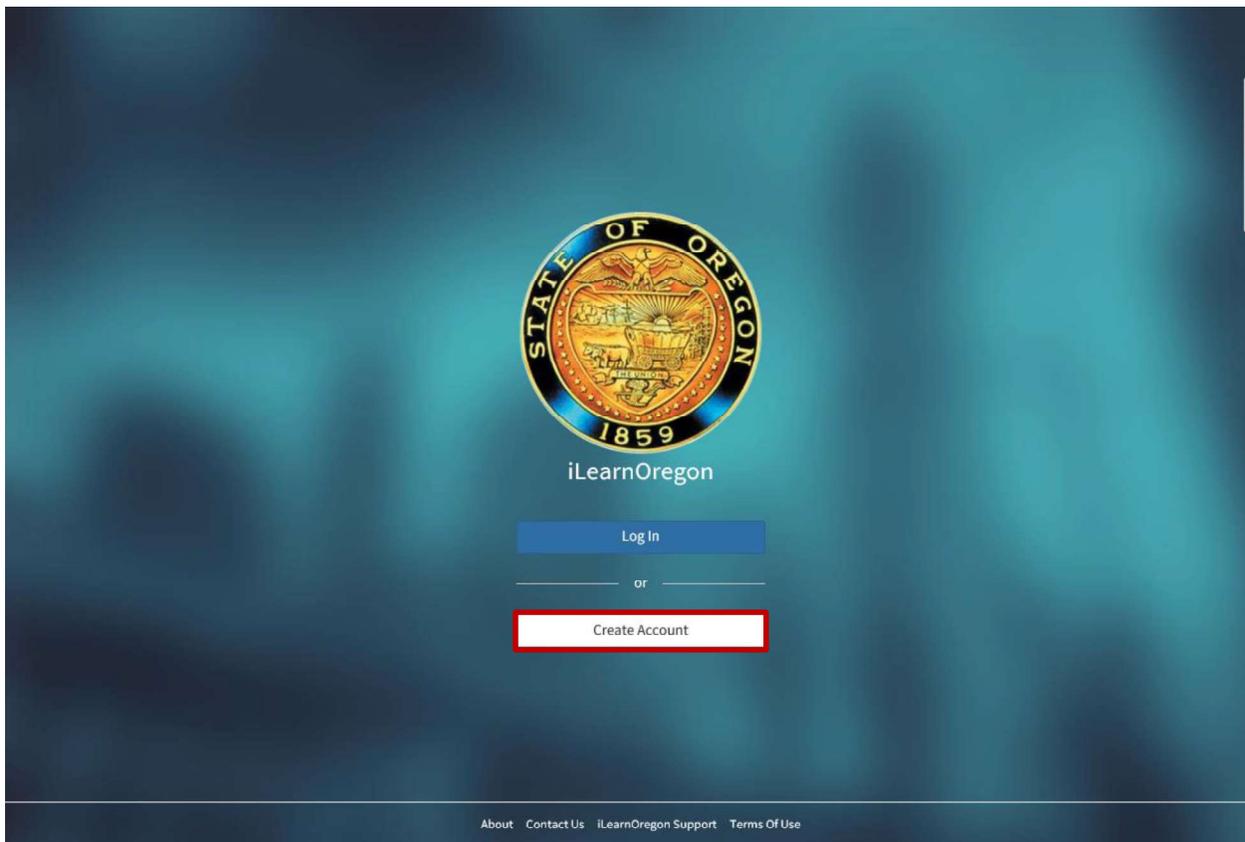


## Instructions for iLearn Registration

This process should all be done in one day so please make sure you set aside at least 30 minutes of time before you begin.

1. Visit <http://iLearn.oregon.gov> using Firefox 17-24 or Chrome 24-30 (these are the supported browsers. You will need to allow pop-ups for this website to work correctly.
2. If you already have a login ID, log in and move to step 14. Otherwise, click on "Create Account" directly below the "Log In" button.



3. From the User Registration screen, you will need to select Not a State Employee.
4. Enter your First and Last Name.
5. Enter in the Email Address where you want any system emails to be sent. (Please DO NOT use your supervisor's email.)
6. Create a Login ID.
7. For the Job Title, leave it on (None Selected). The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.

### **Oregon Department of Education**

255 Capitol St NE, Salem, OR 97310 | Voice: 503-947-5600 | Fax: 503-378-5156 | [www.oregon.gov/ode](http://www.oregon.gov/ode)

8. For the Organization, select the drop down menu, search for Education, Oregon Department of, and select it.
9. Once you select the agency, a listing of agency divisions will display. You will select CRAFT – Pupil Transportation & Fingerprinting. This will be a sub category under Office of Child Nutrition, Research, Accountability, Fingerprinting, and Transportation.
10. For manager, select (None Selected).

\* 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:

- ↳ Early Learning Division
- ↳ Educator Advancement Council
- ↳ ELD - System Transformation, Community & Collaboration
- ↳ Office of Child Nutrition, Research, Accountability, Fingerprinting, Transportation
  - ↳ CRAFT - Accountability
  - ↳ CRAFT - Child Nutrition
  - ↳ **CRAFT - Pupil Transportation & Fingerprinting**
  - ↳ CRAFT - Research & Data Analysis

Manager:

11. Click Submit.
12. Close the web browser.
13. Follow the instructions that you receive in your email. It will have a temporary password that is good for only 1 day.
14. Once logged into the system, search the Learning Catalog by typing "school bus" in the search bar located at the top of the page.

15. Scroll down and click on the class that you are interested in attending.

### ODE - 2020 Third Party Examiner Refresher

Online

19 Third Party Recertification.3

English (United States)

### Behind-the-Wheel Pre-Course Exam

Online

Pre-Course Exam for the Behind-the-Wheel Workshop

English (United States)

### ODE - Behind-the-Wheel Training Workshop

Classroom



This course qualifies individuals to train and administer tests (not reported to DMV) to applicants for a School Bus Driver's Permit or Certificate and school activity...

English (United States)



> Sections

### ODE - Core Refresher and Transporting Students with Special Needs

Classroom

This course qualifies holders of a Core and Advanced Programs certificate to teach Core Refresher and Transporting Students with Special Needs for school bus drivers. NOTE: If you are signed up for Core and Advanced Programs, you are automatically enrolled in...

English (United States)

16. Click the Request Access button for the class you wish to attend. (Please note, Core has two weeks available. If you are available for both weeks, please request access to both and include your preferential week, if applicable.)

# ODE - Behind-the-Wheel Training Workshop

## Classroom

### Description

This course qualifies individuals to train and administer tests (not reported to DMV) to applicants for a School Bus Driver's Permit or Certificate and school activity vehicle drivers.

### Scheduled course sections: 1

Sort by Date ▼

 2020 Behind The Wheel Instructor Workshop	3/23/2020 - 3/27/2020 8:00 AM - 5:00 PM	<a href="#">Request Access</a>
In-Person		Open for enrollment 54 seats left
Instructors: Craig Pruitt, David Bohl, Brock Dittus		



Course Provider: **ODE - Oregon Department of Education**

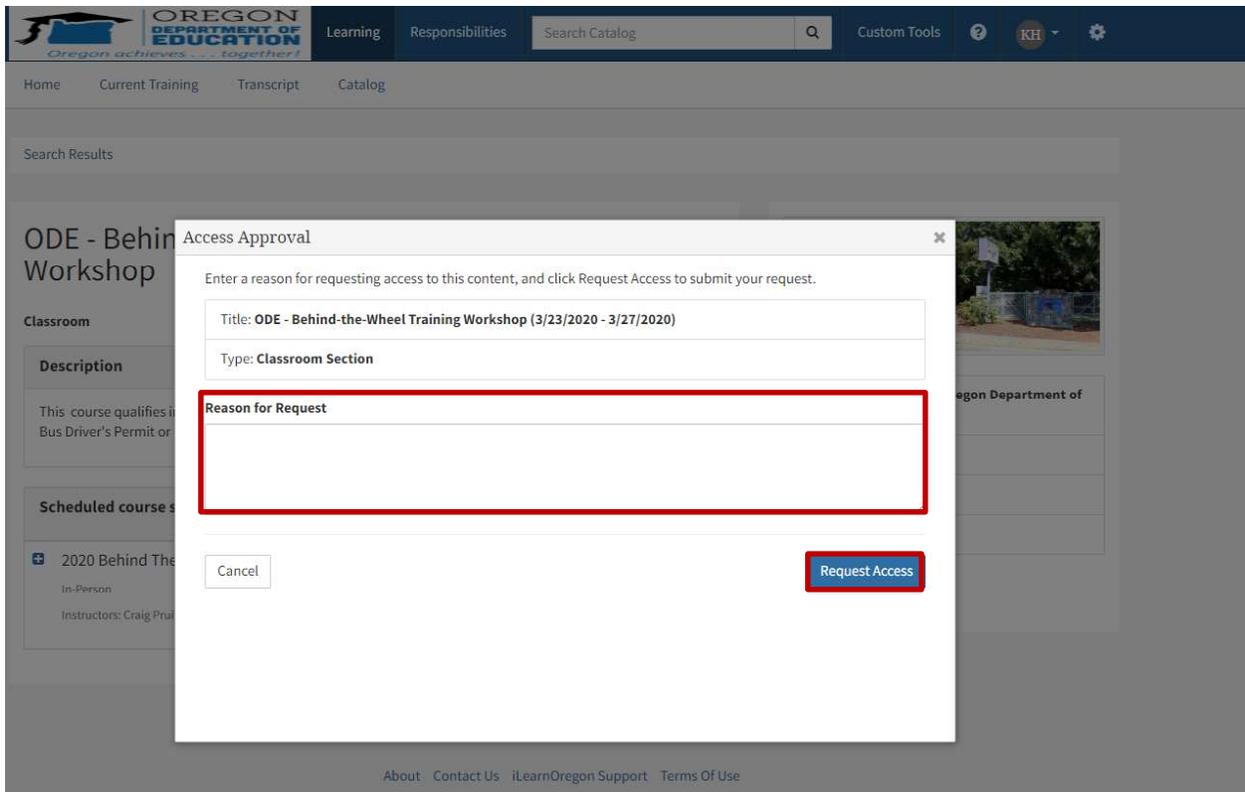
Course Number:

Duration (Hours): **40**

Credits: **None**

[Item Details](#)

17. A pop-up window will appear asking you to provide a reason for the request. Please include any information here that you feel will help us make decisions should more people than we have room for wish to take the course. For example, include how long you have been driving a CMV, a School Bus, and other training experience you have, etc. (NOTE: If you do not see the pop-up, or the screen does not change, then you have a pop-up blocker. You must allow pop-ups from iLearn to navigate the website.) If you are able to attend either Core class, please indicate your preference here. Then click on Request Access.



18. You will receive an email from the iLearn administrator letting you know that you have requested access to the workshop. ODE staff will review this and email any additional forms that must be filled out or instructions to be followed, including payment information, before a registration request will be considered complete. You will not receive notification of acceptance or denial until after the registration deadline for the workshop has closed.
19. If you need to cancel or withdraw from a class, the steps above can be used to cancel your request or withdraw from the course if you have already been accepted. Requests cancelled after the end of registration will not receive a refund.
20. If you have any questions, please contact Brock Dittus at [brock.dittus@state.or.us](mailto:brock.dittus@state.or.us) or 503-947- 5724.