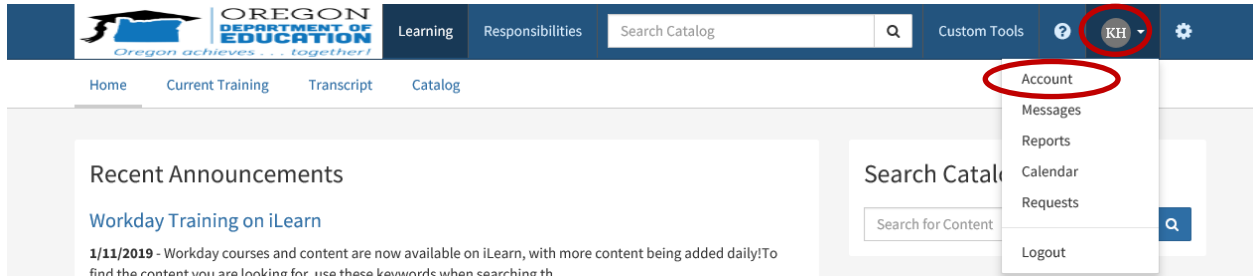
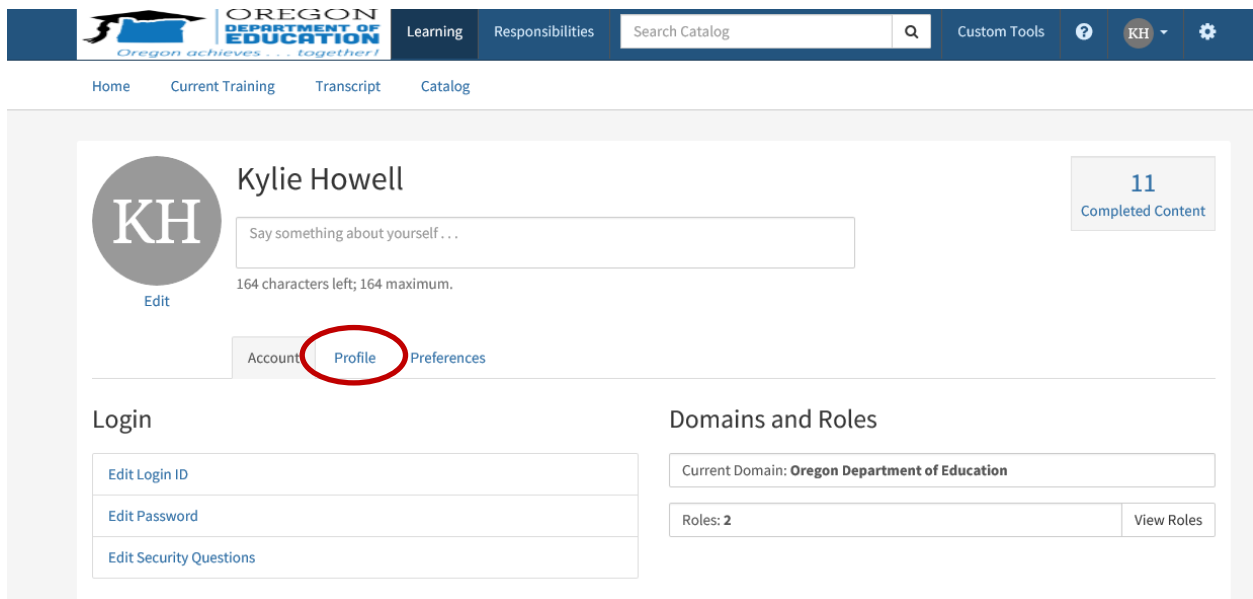


Changing your Organization in iLearn

Step 1: Once you have logged into your iLearn account, click on your name in the upper right corner and select “Account”.



Step 2: Then click on the tab titled “Profile”.



Step 3: On the right hand side under “Work Information” click on the blue box titled “Edit Work Information”.



Kylie Howell

16
Completed Content

Account Profile Preferences

User Information

Name: Kylie Howell
Email Address: kylie.howell@state.or.us
Work Phone: 5039470635
Mobile Phone:
DPSST #:

Edit User Information

Qualifications

Work Information

Organizations: CRAFT - Pupil Transportation & Fingerprinting (Primary)
Job Titles: Administrative Specialist 1 - 0107-SR17-N (Primary)
Job Start: 6/27/2016 12:00:00 AM
Job End:
Managers: Brock Dittus (Primary)
Company: State of Oregon

Edit Work Information

Step 4: At the “Work Information” pop-up, under “Organizations”, click on “Select Organization” located in the upper right hand corner.

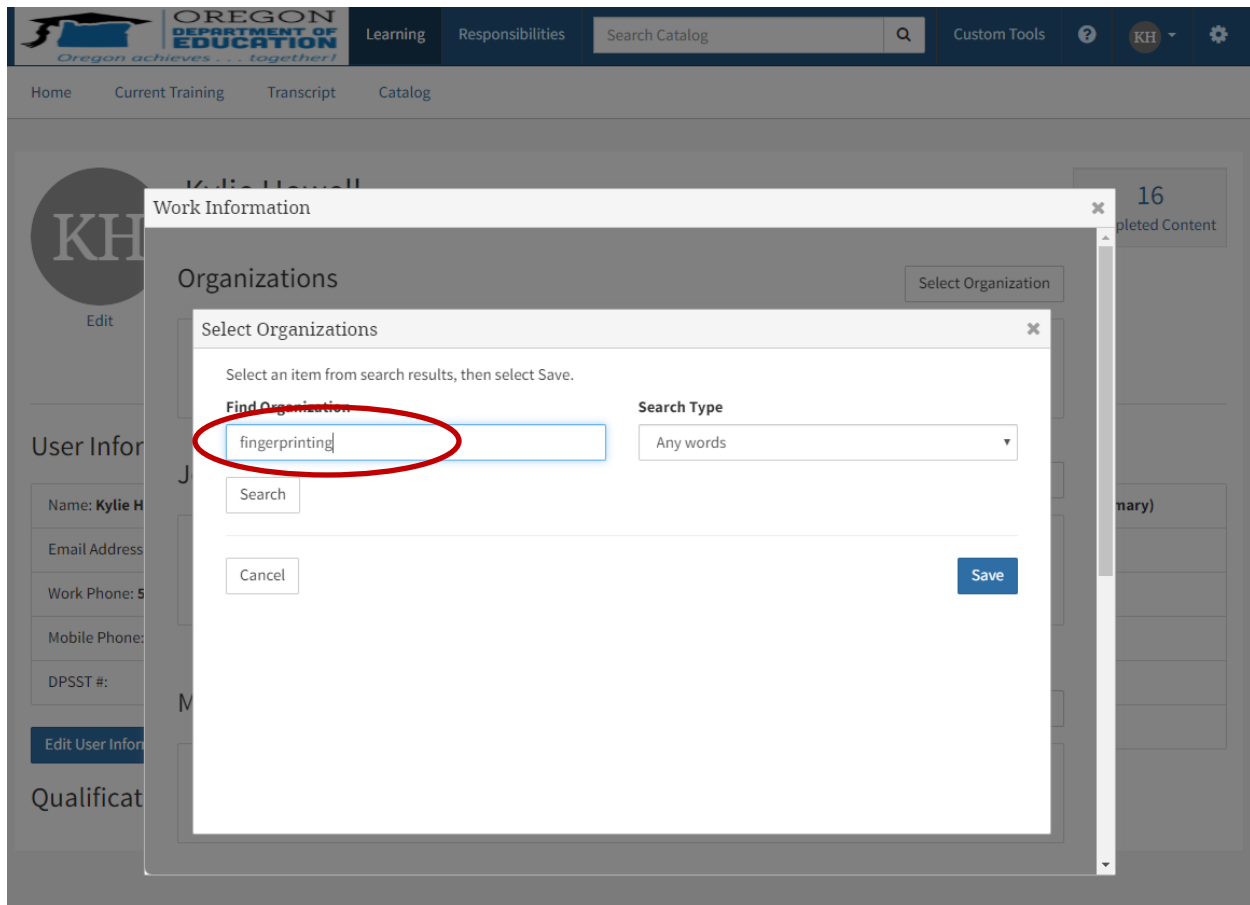
The screenshot displays the Oregon Department of Education's user interface. At the top, there is a navigation bar with the logo and the text "OREGON DEPARTMENT OF EDUCATION Oregon achieves... together!". Below this are tabs for "Learning", "Responsibilities", "Search Catalog", "Custom Tools", and a user profile icon labeled "KH". A secondary navigation bar includes "Home", "Current Training", "Transcript", and "Catalog".

The main content area is partially obscured by a "Work Information" pop-up window. This window is divided into three sections:

- Organizations:** Contains a text box with "CRAFT - Pupil Transportation & Fingerprinting" and "Primary" below it. A "Select Organization" button is circled in red.
- Job Titles:** Contains a text box with "Administrative Specialist 1 - 0107-SR17-N" and "Primary" below it. A "Select Job Title" button is present.
- Managers:** Contains a text box with "Brock Dittus" and "Primary" below it, followed by a red "Remove" button. A "Select Manager" button is present.

In the background, a user profile for "Kylie H..." is visible, showing fields for "Name", "Email Address", "Work Phone", "Mobile Phone", and "DPSST #". There is also a "Qualifications" section and a "16 Completed Content" indicator.

Step 5: At the next pop-up, search for "Fingerprinting".



Step 6: Select the radio button next to “Office of Child Nutrition, Research, Accountability, Fingerprinting, Transportation”, then click on all of the save buttons until the pop-ups are gone. Now your organization has been successfully changed and you should be able to find the appropriate workshops within the course catalog.

KH
Edit

User Information

Name: Kylie H
Email Address
Work Phone: 5
Mobile Phone:
DPSST #:
Edit User Information

Qualifications

16
Completed Content

Work Information

Organizations

Select Organization

Select Organizations

Select an item from search results, then select Save.

Find Organization **Search Type**

fingerprinting Any words

Search

Organizations	Path
<input checked="" type="radio"/> Office of Child Nutrition, Research, Accountability, Fingerprinting, Transportation	State of Oregon > Education, Oregon Department of

Cancel Save