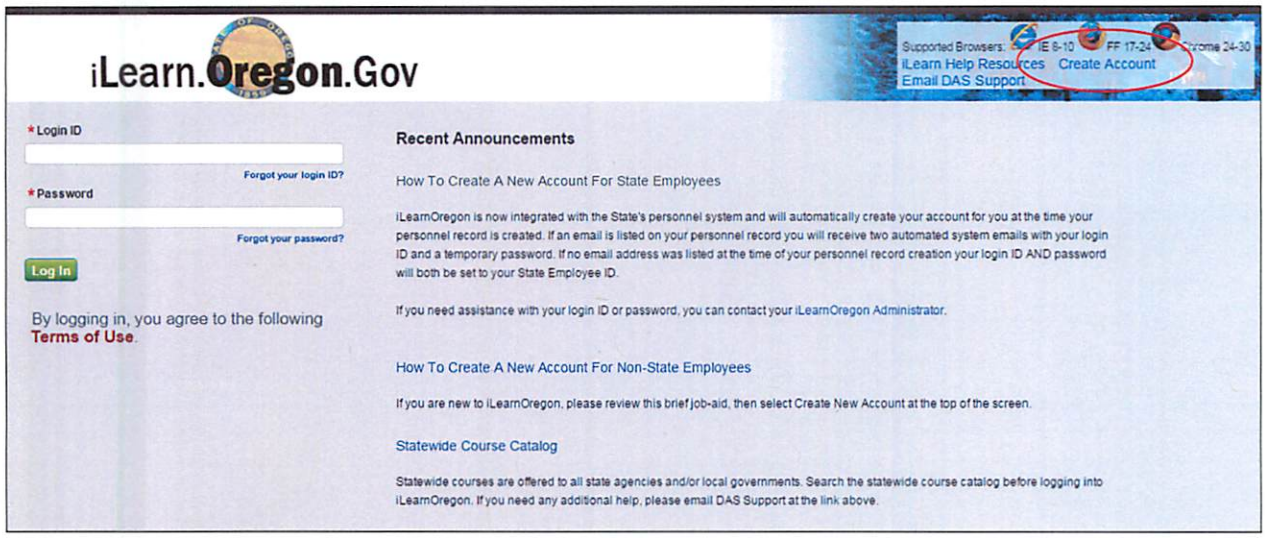
Instructions for registering for a class through iLearn Oregon

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 Internet Explorer 8-10, 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" in the upper right hand corner of the page.



3. From the User Registration screen, you will need to select ***Not a State Employee***.

4. Enter your **First** and **Last Name**.

5. Create a **Login ID**.

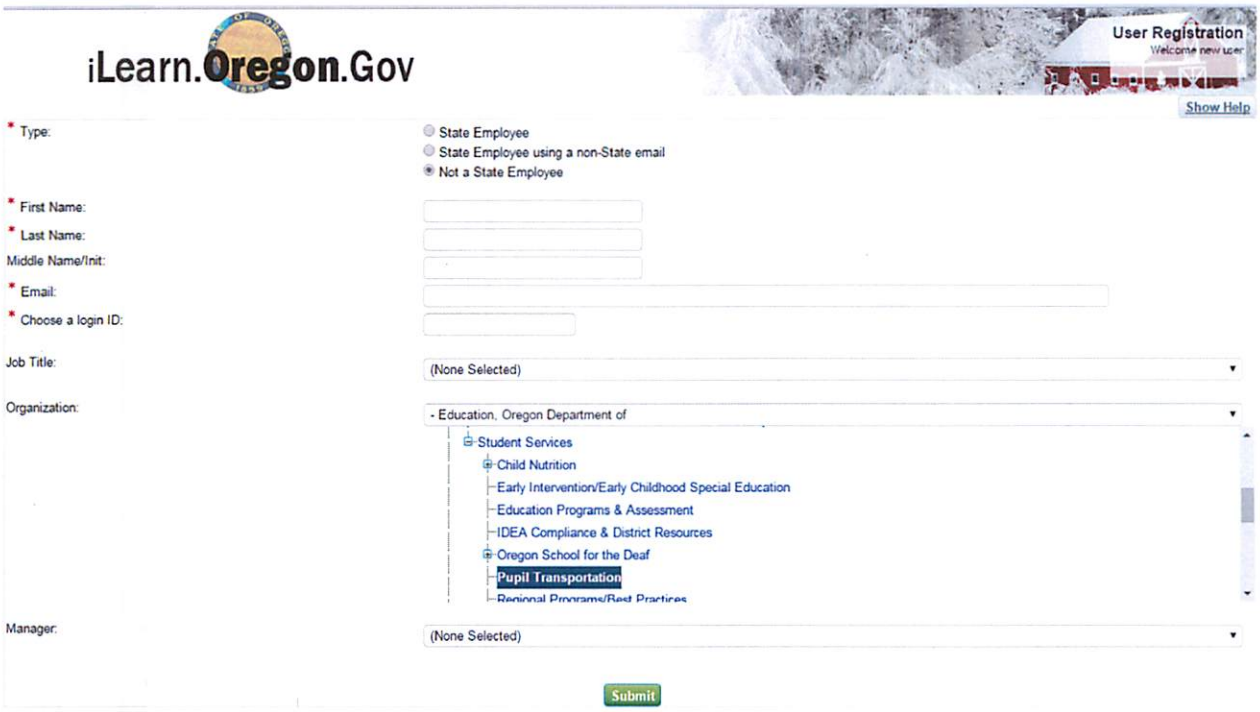
6. Enter in the **Email Address** where you want any system emails to be sent.

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.

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. Click on the "+" next to *Office of Learning*. Then, click on the "+" next to *Student Services*. Then, click on *Pupil Transportation* to select it.

10. For manager, select ***(None Selected)***.

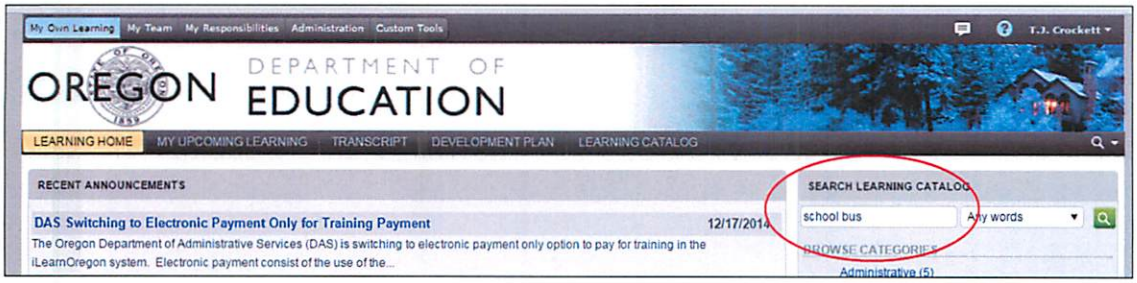


11. Click ***Submit***.

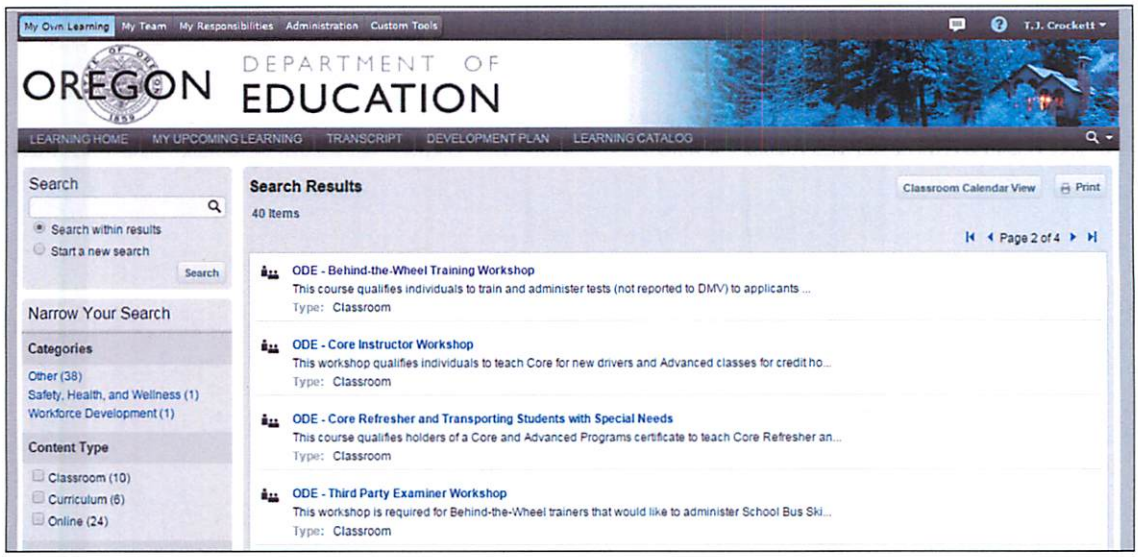
12. Close the web browser.

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** on the right side of the page for "school bus".

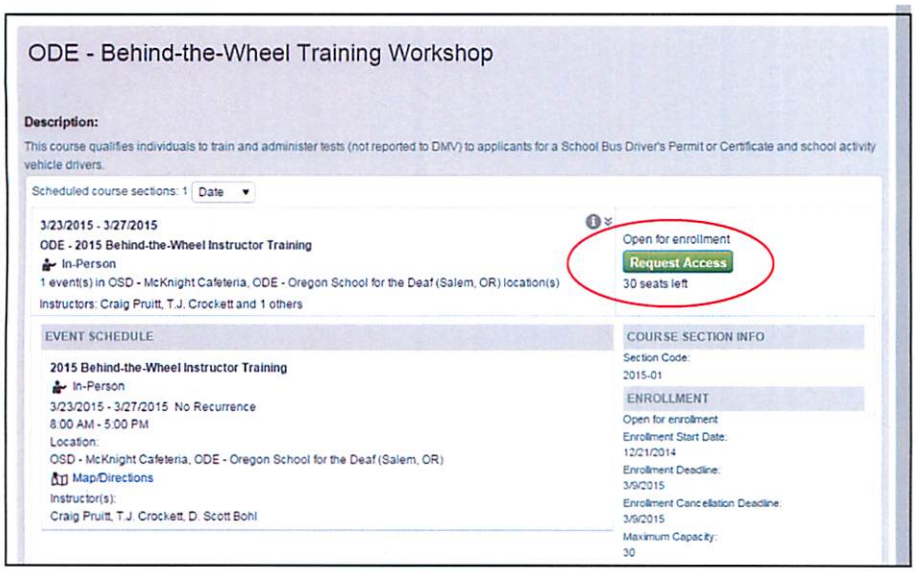


15. Find and click on the class that you are interested in attending

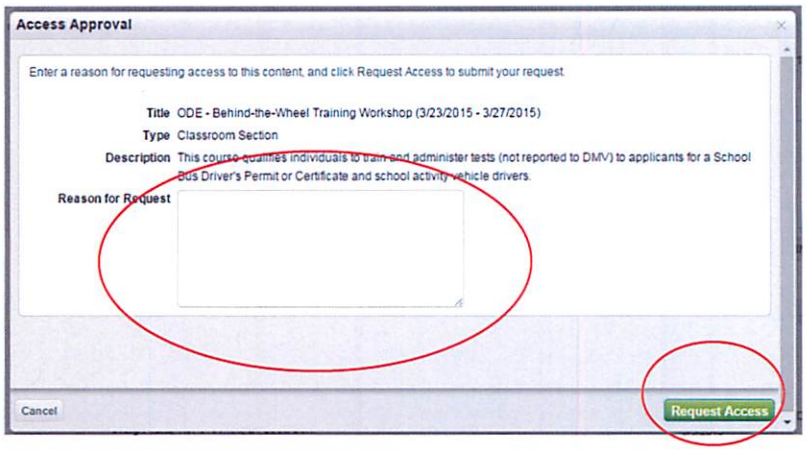


NOTE: The examples below show registration for the Behind-the-Wheel Training Workshop. Instructions are the same for all workshops.

16. It will open up the sections of the class that registration is currently open for. Click the **Request Access** button for the class. Core as two weeks available. If you are available for both weeks, please request access to both.



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 if 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 experiance 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 recive an email from billy.messmer@state.or.us 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 acceptence 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.

20. If you have any questions, please contact T.J. Crockett at tj.crockett@state.or.us or 503-947-5724.