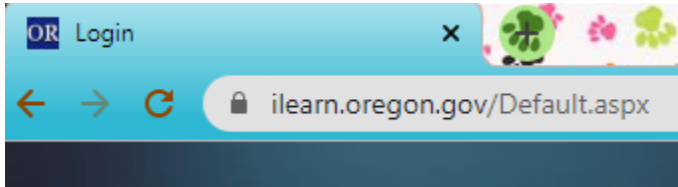


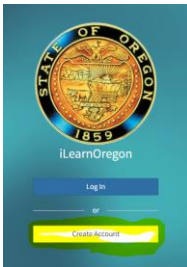
# Sign-Up for an iLearn Account

## How to sign-up for an iLearn account:

1. Go to: [iLearn](http://iLearn)



2. Click Create Account:



- a. Select Not a State Employee

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:

- b. Enter First and last name
- c. Enter valid e-mail address
- d. Enter your Login ID (must be unique) – could use your first name last name e.g.
- e. Leave Job Title Blank

# Sign-Up for an iLearn Account



**OREGON**  
**DEPARTMENT OF**  
**EDUCATION**

*Oregon achieves . . . together!*

**f. On the Organization drop down menu – Education, Oregon Department of \*If you miss this step, you will not have access to the courses**

The screenshot shows the registration form with the following fields and options:

- Type:**  State Employee,  State Employee using a non-State email,  Not a State Employee
- \* First Name:** Amazing
- \* Last Name:** Teacher
- Middle Name/Init:** (empty)
- \* Email:** amazing.teacher@gmail.com
- \* Choose a login ID:** amazing.teacher
- Job Title:** (None Selected)
- Organization:** - Education, Oregon Department of
- Manager:** (empty)

The Organization dropdown menu is open, listing various Oregon state agencies, with "Education, Oregon Department of" highlighted in blue.

**g. Select – Office of Indian Education \*Optional**

**h. Before you click submit, check to make sure you have the following fields filled in:**

The screenshot shows the "User Registration" form with the following fields filled in:

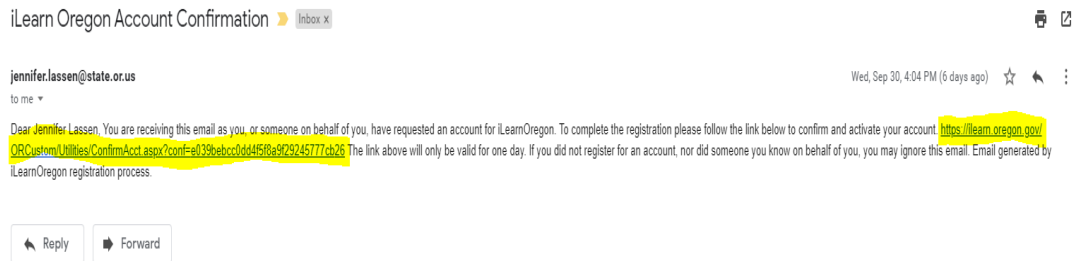
- \* Type:**  Not a State Employee
- \* First Name:** Amazing
- \* Last Name:** Teacher
- Middle Name/Init:** (empty)
- \* Email:** amazing.teacher@gmail.com
- \* Choose a login ID:** amazing.teacher
- Job Title:** (None Selected)
- Organization:** - Education, Oregon Department of

**i. Click Submit**

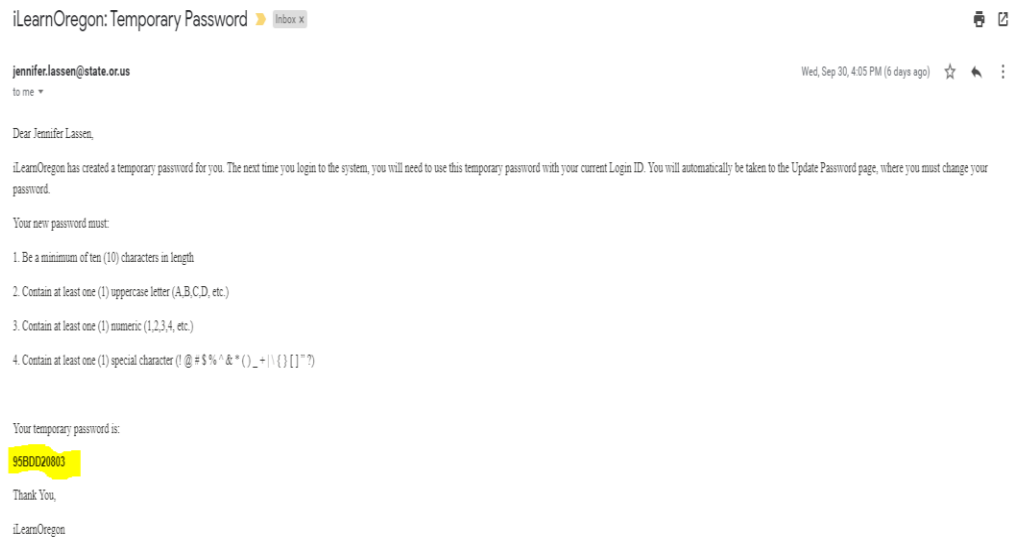
# Sign-Up for an iLearn Account



j. *Check your email and click on the activation link*



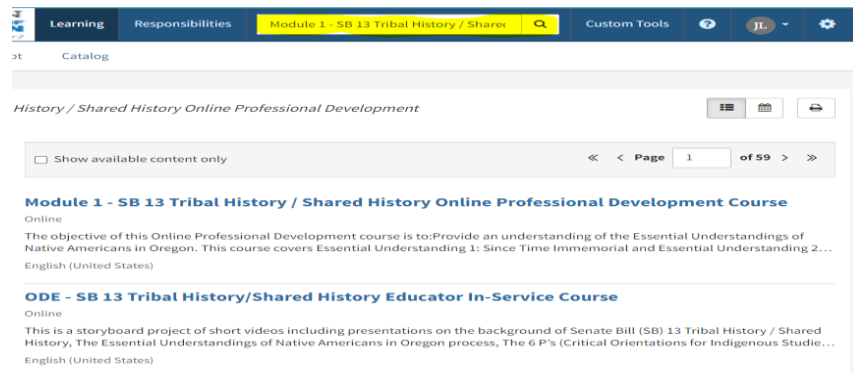
k. *Check your email and open the Password email. \*Note - the password email with your temporary password may take a couple minutes to come through*



l. *Use the password that was sent to you to log in the first time*

m. *Update to your personal password*

n. *Search for the training in the search box in the top of the webpage, using the titles of the courses*



# Sign-Up for an iLearn Account

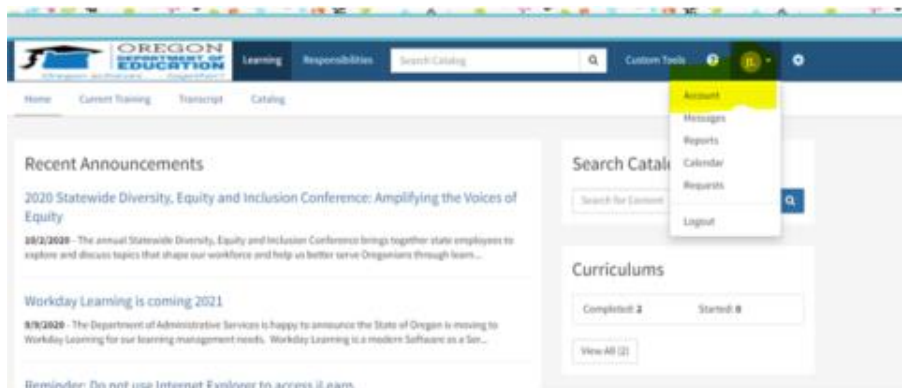


If you have access to iLearn, but cannot access the trainings, follow the directions on the next page to update your account.

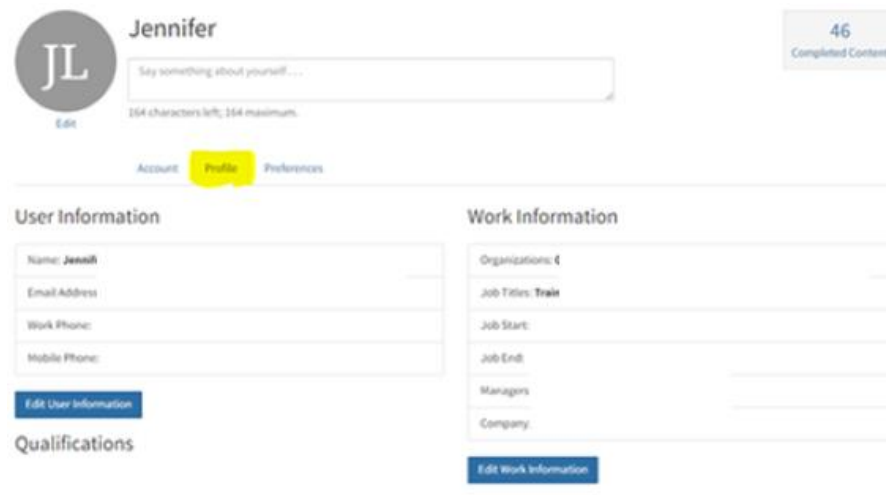
If you previously had an iLearn account with your current email, but cannot access the trainings, follow the directions below to update your account.

## If you cannot access the courses once you are in iLearn or have an iLearn account, but cannot access the courses:

1. Log into your iLearn account
2. Click on the dropdown menu next to your initials in the upper right hand corner



3. Click on “Account”
4. Click on “Profile” in the middle of the screen



# Sign-Up for an iLearn Account



5. Under “Work Information”, click on “Edit Work Information”

The screenshot shows a user profile for Jennifer. The profile includes a name field, a bio field, and tabs for Account, Profile, and Preferences. The 'Work Information' section is highlighted with a yellow box. It contains fields for Organizations, Job Title, Job Start, Job End, Managers, and Company. The 'Edit Work Information' button is also highlighted with a yellow box.

6. Another box will open, click on “Select Organization”

The screenshot shows a dialog box titled 'Work Information'. It contains a search bar and a 'Select Organization' button, which is highlighted with a yellow box. Below the search bar, there is a list of organizations, with 'Primary' visible.

7. In “Find Organization”, click type in “Education Oregon Department of”
8. Click “Search”
9. Under “Organizations” “Education, Oregon Department of” will be revealed
10. Select “Education, Oregon Department of” by clicking in the small circle on the left of the phrase

The screenshot shows a dialog box titled 'Select Organizations'. It contains a search bar with the text 'education, Oregon Department of' and a 'Search' button. Below the search bar, there is a list of organizations. The first result, 'Education, Oregon Department of', is selected and highlighted with a yellow box. The dialog box also includes a 'Cancel' button and a 'Save' button.

# Sign-Up for an iLearn Account



11. Click “Save”
12. Then you can log out and log back in to refresh your account, you should have access to all of the SB13 Trainings

If you have any difficulty setting up your account, please email Jennifer Lassen at [Jennifer.lassen@state.or.us](mailto:Jennifer.lassen@state.or.us) or Trinity Minahan at [Trinity.Minahan@ode.state.or.us](mailto:Trinity.Minahan@ode.state.or.us)