Sign-Up for an iLearn Account

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How to sign-up for an iLearn account:

1. Go to: iLearn
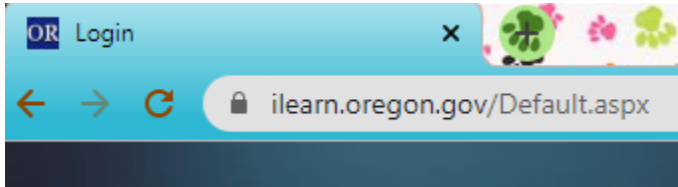
2. *Click* Create Account:
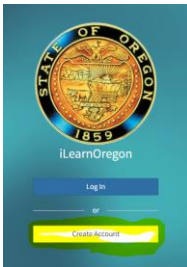
   a. *Select* Not a State Employee

   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

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

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

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

i. *Click* Submit

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j. *Check* your email and click on the activation link
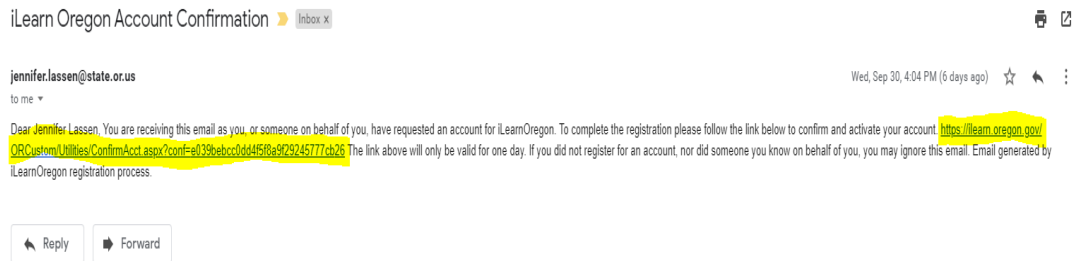
k. *Check* your email and open the Password email. *Note - the password email with your temporary password may take a couple minutes to come through

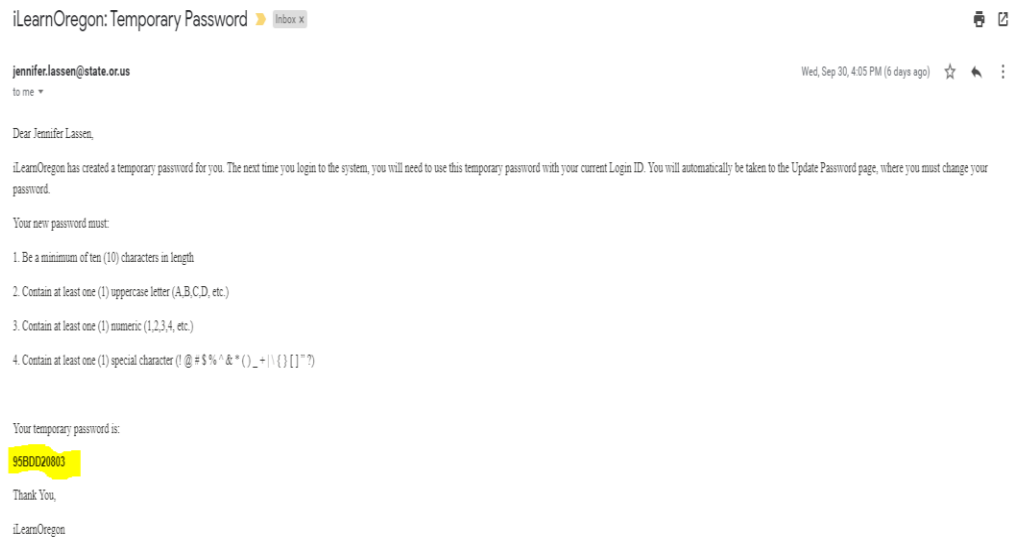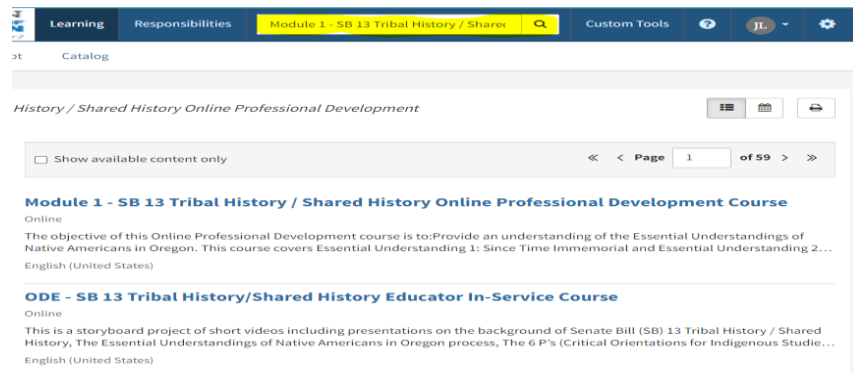l. *Use* the password that was sent to you to log in the first time
m. *Update* to your personal password
n. *Search* for the training in the search box in the top of the webpage, using the titles of the courses
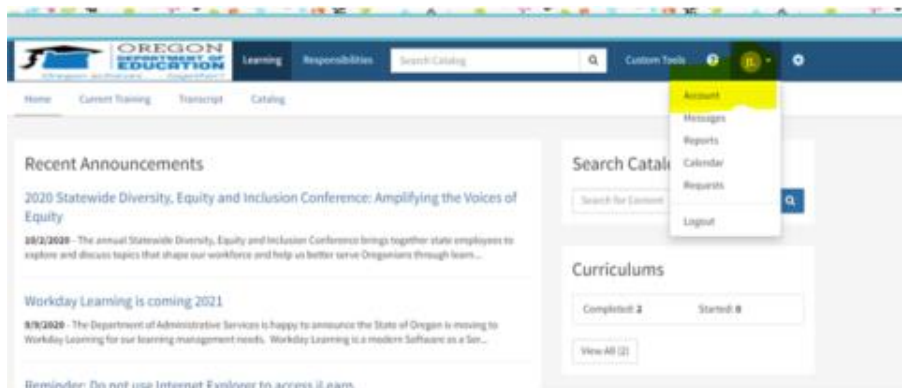
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If you have access to iLearn, but cannot access the trainings, follow the directions on the next page to update your account.

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
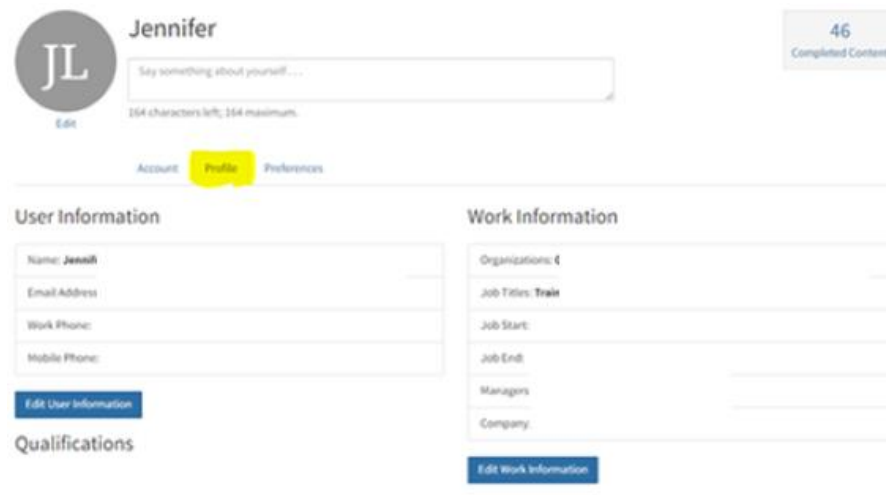
5. Under "Work Information", click on "Edit Work Information"

6. Another box will open, click on "Select Organization"

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

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 or Trinity Minahan at Trinity.Minahan@ode.state.or.us