Set Up Your PACE Account

PACE is the online learning system for the Oregon Home Care Commission (OHCC). You use PACE to manage your OHCC training. This guide explains how **home care providers** can create and activate a PACE account.

If you need help, email training.ohcc@odhs.oregon.gov.

Step 1 - Go to the PACE website

Go to: workspace.oregonstate.edu/ohcc

- Click the link above, or
- Type the address into your browser's address bar.

Step 2 - Click the login button

Click **OHCC Training Login**.

- It is the blue button near the top of the screen.

Step 3 - Choose how to sign in

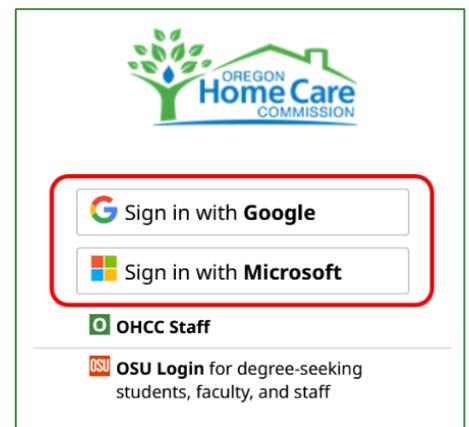**You'll sign in with your email address.**

You can use:

- Gmail
- Outlook
- Live
- Hotmail

Choose the button that matches your email.

- If you use Gmail, click **Sign in with Google**.
- If you use Outlook, Live, or Hotmail, click **Sign in with Microsoft**.

Do not click the buttons for OHCC staff or OSU students.

Step 4 - Sign in

Sign in using your email and password.

You don't need a separate user name or password. Your account is linked to your email.

- Enter your email address, or choose the email you want to use if you have more than one.
- Follow the prompts on the screen.
- If you see a message asking to allow **Cirrus Identity** to access your email profile, click **Continue** or **Accept**.

Step 5 – Agree to Terms of Service

On the **About You** screen:

- Make sure your email address is correct.
- **Do not** add another email address.
- **Check the box** to agree to the Terms of Service.
- Click **Continue**. (You may need to scroll down to see the button.)

You are now logged in.

Next, you need to **activate** your account.

About You

This system is maintained by Ideal-Logic, LLC for Ideal-Logic. Ideal-Logic Privacy Policy

Name: **Example**

Email Addresses*

example@gmail.com

Why are you asking for multiple email addresses?

☑ I agree to Ideal-Logic's Terms of Service and acknowledge Ideal-Logic's **Privacy Policy**. Click here to view a **brief summary** of these terms.

▶▶ Continue

Step 6 - Submit your Provider ID to request activation

To activate your account, submit your **Provider ID**. Activation can take up to **two business days**.

Do not enter or upload anything in PACE until your account is active. Otherwise it won't be saved.

To submit your Provider ID:

- From the dashboard, click **Submit Your Provider Number**.
- On the **New Form** screen, scroll to the **County** section.
  - Click **Oregon** to see the list of counties.
  - Select the county where you live.

Home

Oregon Home Care Commission

Step 1: Submit Your Provider Number
Click to fill out the form.

County*

Select a County

Search...

Select Baker County, OR
Select Benton County, OR
Select Clackamas County, OR
Select Clatsop County, OR

- Next scroll to the **Provider ID section**.
  - o Select your Provider type.
  - o Enter your Provider ID number**.**
  - o If you have more than one provider type, select each type and enter each Provider ID.
- Click **Submit Form**.

You should see a message on your screen to confirm your form was received.

Step 7 – Wait for approval

OHCC will review your information and activate your account within two business days.

- You will **get an email from OHCC** when your account is ready to use. The email will come to the address you used to sign in.
- Look for an email with the subject line **"OHCC training account approved."**
- If you don't see the email, check your spam or junk folder.

Step 8 – Confirm your account is active

To check if your account is active:

- Sign back into PACE.
- On your dashboard, look for **Register for a Course**.

If you see this option, your account is active.

You can now:

- Register for classes.
- Upload CPR and First Aid cards or certificates.

If you don't see this option, your account is not active. Do not enter or upload anything yet or it won't be saved.

If you need help, email training.ohcc@odhs.oregon.gov.