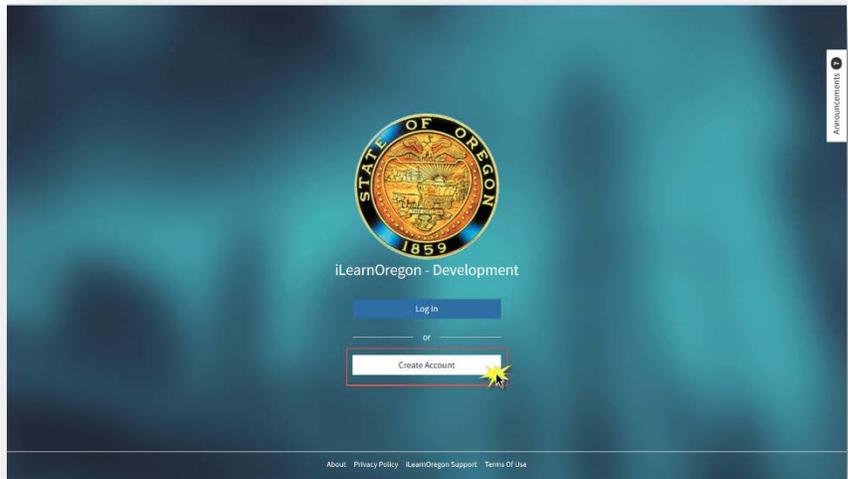


## Creating User Account - Not a state employee

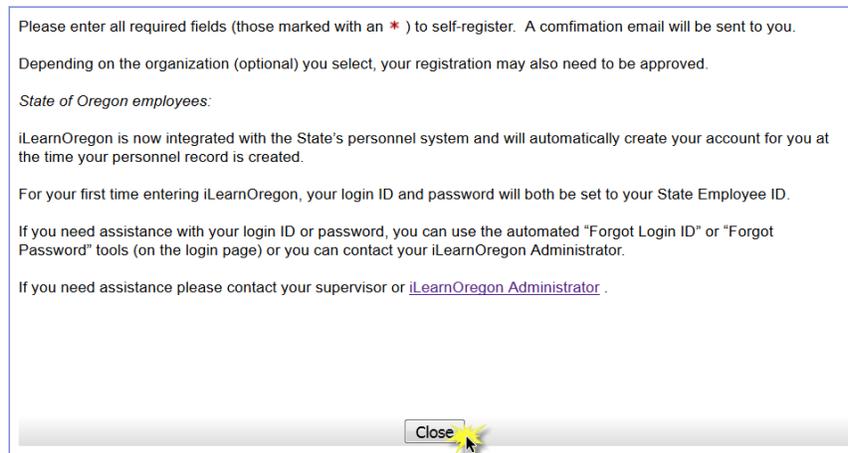
This job aid provides you with the steps to create a new user account.

Go to - <https://ilearn.oregon.gov>

1. Click **Create Account**.



2. Click **Close** on this pop up window.



*If the window will not close try decreasing your display by using (Ctrl and -) or using your browser menu, if that doesn't work try completing your registration in a different browser.*

## Creating User Account - Not a state employee

1. Select **Not a State Employee**
2. Enter First and Last name
3. Enter valid email address
  - a. An email address can only be used one time in iLearn
  - b. You will have to access this email in order to confirm your account before the registration process will complete

4. Enter your Login ID (must be unique)
5. Do not select **Job Title**  
**\*ODOT Volunteers (ACT and others)**  
select "volunteer" option for Job Title
6. Do not select **Organization**
7. **Manager**, leave this blank
8. Select the **Submit** button

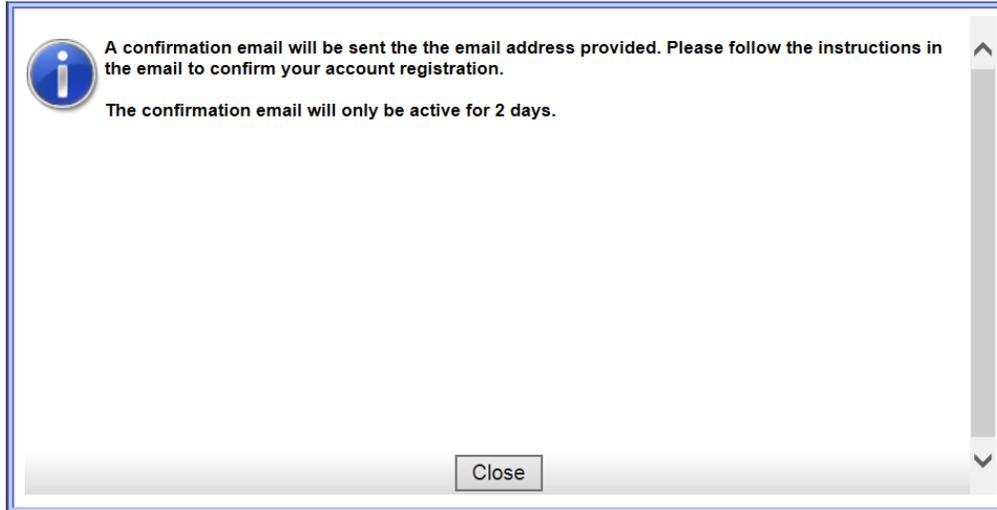
The screenshot shows a registration form with the following fields and options:

- Type:** Radio buttons for "State Employee", "State Employee using a non-State email", and "Not a State Employee" (selected). A red number 1 is next to the "Not a State Employee" option.
- First Name:** Text box containing "Jennifer". A red number 2 is next to the box.
- Last Name:** Text box containing "Jones". A red number 2 is next to the box.
- Middle Name/Init:** Empty text box.
- Email:** Text box containing "Jennifer.Jones@gmail.com". A red number 3 is next to the box.
- Choose a login ID:** Text box containing "JennyJones". A red number 4 is next to the box.
- Job Title:** Dropdown menu with "Volunteer - T0007" selected. A red number 5 is next to the dropdown.
- Organization:** Dropdown menu with "Other, Non State Employees" selected. A red number 6 is next to the dropdown. The dropdown is expanded to show a list of options: "Other, Non State Employees", "Boards and Commissions", "City Government (Partners)", "City Government", "County Government", "Federal Government", and "Oregon Universities".
- Manager:** Dropdown menu with "(None Selected)" selected. A red number 7 is next to the dropdown.
- Submit:** A button with a mouse cursor over it. A red number 8 is next to the button.

A "Show Help" link is visible in the top right corner of the form.

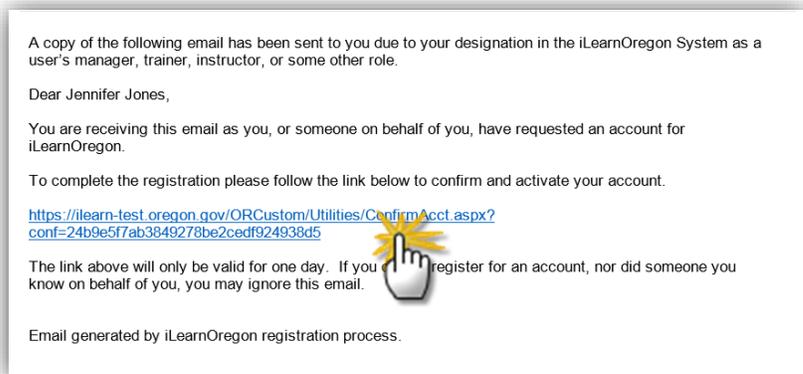
## Creating User Account - Not a state employee

- You now have **48 hours** (2days) to confirm your account before your registration expires and you have to start the process from the beginning.



- As soon as you click the link (once) you will receive and email with your Login ID and your temporary password.

*You can now log into iLearnOregon.*



If you double click on the link it will give you an error message that the account request has expired.