Creating your Health Care Interpreter workforce account on the Health Workforce Registry Applicant Portal, step-by-step

After your application has been approved, you will receive an invitation to create an account login. You will be able to review your account profile and application.

Here are the steps on how to create an account on the registry.

1. Go to this link [https://healthworkforceregistry.oregon.gov](https://healthworkforceregistry.oregon.gov).

2. Click “sign in” or “Sign Up”.

3. If you have not created an account yet, click “Sign Up”.

4. Enter your email address and create a password.
5. After entering email address and creating password, click the Sign-Up button

6. You will receive an email with a link sent to the email address you entered when you signed up for your account. Click the link you received to confirm.
7. After confirming, it will take you back to the Health Workforce Applicant Registry Portal.

8. Click Here to Log In

9. Log in with the email and password created.
10. Click the **Sign In** button!

11. You will get an option to select whether you want to protect your account or not.

12. If you to select NONE or other options, click **Save Selection** button.
13. If it’s your first time creating an account, you will click “No- I Need to Create a New Account”.

14. Sign In with the email address and password that you entered when you created your account. Click Sign In.
15. It will take you to a new page where you will be required to enter your contact information. You will be required to upload a valid government ID to your profile. Click “Save and Continue”.

16. Now you will be taken to a new page where you will be required to enter your mailing address and other information. Click “Save and Continue”.

17. You will now be asked to create two security questions. Click “Save and Continue”.

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18. Now select which counties for which you will be providing services. Click “Save and Continue”.

19. Select work availability, days, and time. Click “Save and Continue”.
20. Select languages, spoken and read. Click “Save and Continue”.

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The demographic section questions are optional. Please save each entry after you make your selection.

21. Select your race and ethnicity. Click “Save and Continue”.

22. Select gender and orientation. Click “Save and Continue”.
23. Preferred contact language, spoken and written. Click “Save and Continue”.

24. Answer disability questionnaire. Click “Save and Continue”.
25. Now you will be routed to the Workforce Registry Application portal. You will now be able to view your account profile, credentials, certification, and previous documentation in your registry profile including any past determination letters if any are available.