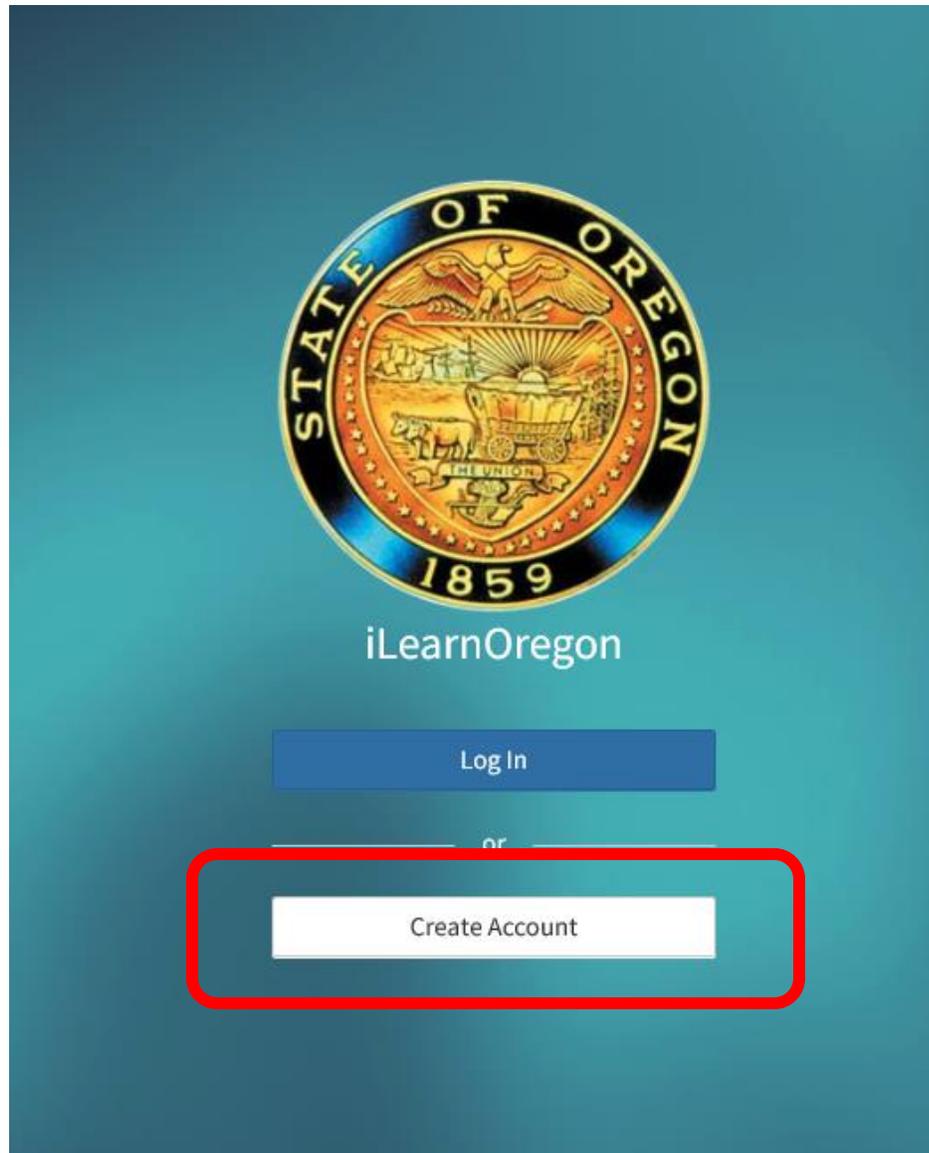


How to Setup an Account in iLearn¹

1. Go to the website <https://ilearn.oregon.gov/Default.aspx>
2. Click on the “Create Account” button.



¹ Works on Internet Explorer and Mozilla Firefox

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](#) .

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". A red arrow points to the "Not a State Employee" option.
- * First Name:** Text input field labeled "Firstname".
- * Last Name:** Text input field labeled "Lastname".
- Middle Name/Init:** Text input field.
- * Email:** Text input field with placeholder text "your email".
- * Choose a login ID:** Text input field with placeholder text "yournameagain".
- Job Title:** Dropdown menu with "(None Selected)" selected.
- Organization:** Dropdown menu with "(None Selected)" selected.
- Manager:** Dropdown menu.
- Submit:** Button at the bottom.

3. Click the radio button for "Not a State Employee" then fill in the fields with a red asterisk (*)
 - a. Write down your 'login ID', you will need it to log in once you finish this process.
 - b. Then click "Submit"
4. You should then receive an email from iLearnOregon@oregon.gov that reads like this one:



Dear [redacted], You are receiving this email as you, or someone on behalf of you, have requested an account for iLearnOregon. To complete the registration please follow the link below to confirm and activate your account.

<https://ilearn.oregon.gov/ORCustom/Utilities/ConfirmAcct.aspx?conf=58786ea2b4d94924831557c9b13777c2>

The link above will only be valid for one day. If you did not register for an account, nor did someone you know on behalf of you, you may ignore this email. Email generated by iLearnOregon registration process.

- a. _____
 - b. Click the hyperlink to confirm your account
5. You will receive another email after confirming your account that will provide you with a temporary password.



Today at 13:54

Dear ,

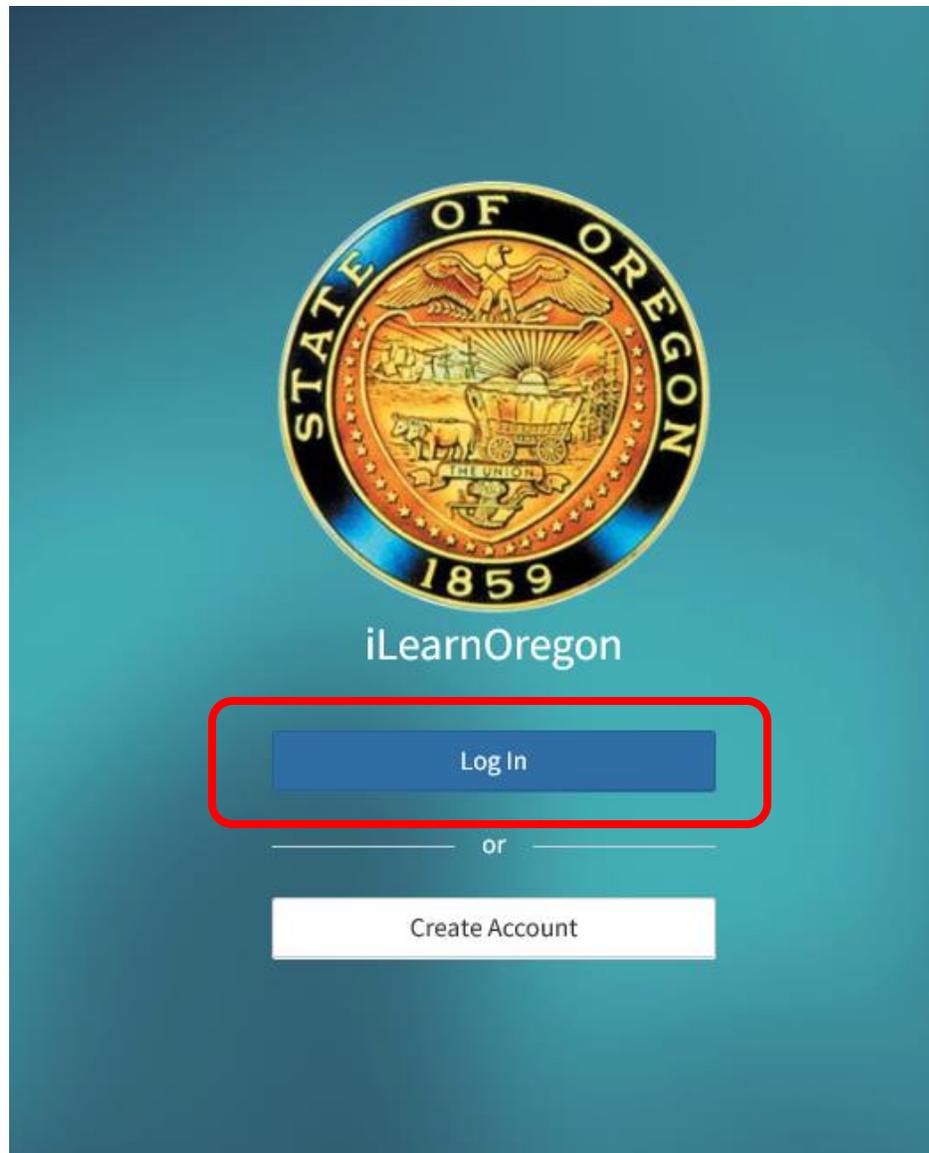
iLearnOregon has created a temporary password for you. The next time you login to the system, you will need to use this temporary password with your current Login ID. You will automatically be taken to the Update Password page, where you must change your password.

Your temporary password is:

Thank You,
iLearnOregon

a.

6. Go back to the website <https://ilearn.oregon.gov/Default.aspx>, and this time click the blue "Login" button (see picture on next page)



- a.
- b. Enter the Login ID that you created and wrote down earlier in the “Login ID” field and the temporary password you were sent in the “Password” field and click the “Log in” button.



Enter your login information below.

Login ID

Password

Log In

[Forgot your login ID or password?](#)

- c.
- d. That will take you to a reset password screen (e), where you can change the password to something you can/will remember more easily (Make sure to remember or save this password in a safe place for when you have to recertify).

The password reset screen features the iLearn.Oregon.Gov logo at the top. Below the logo, there are three password input fields, each with a red asterisk indicating a required field. The fields are labeled "*Current Password", "*New Password", and "*Confirm New Password". Each field contains ten black dots representing masked characters. At the bottom of the form, there are two buttons: a white "Cancel" button on the left and a blue "Save" button on the right.

iLearn.Oregon.Gov

***Current Password**

***New Password**

***Confirm New Password**

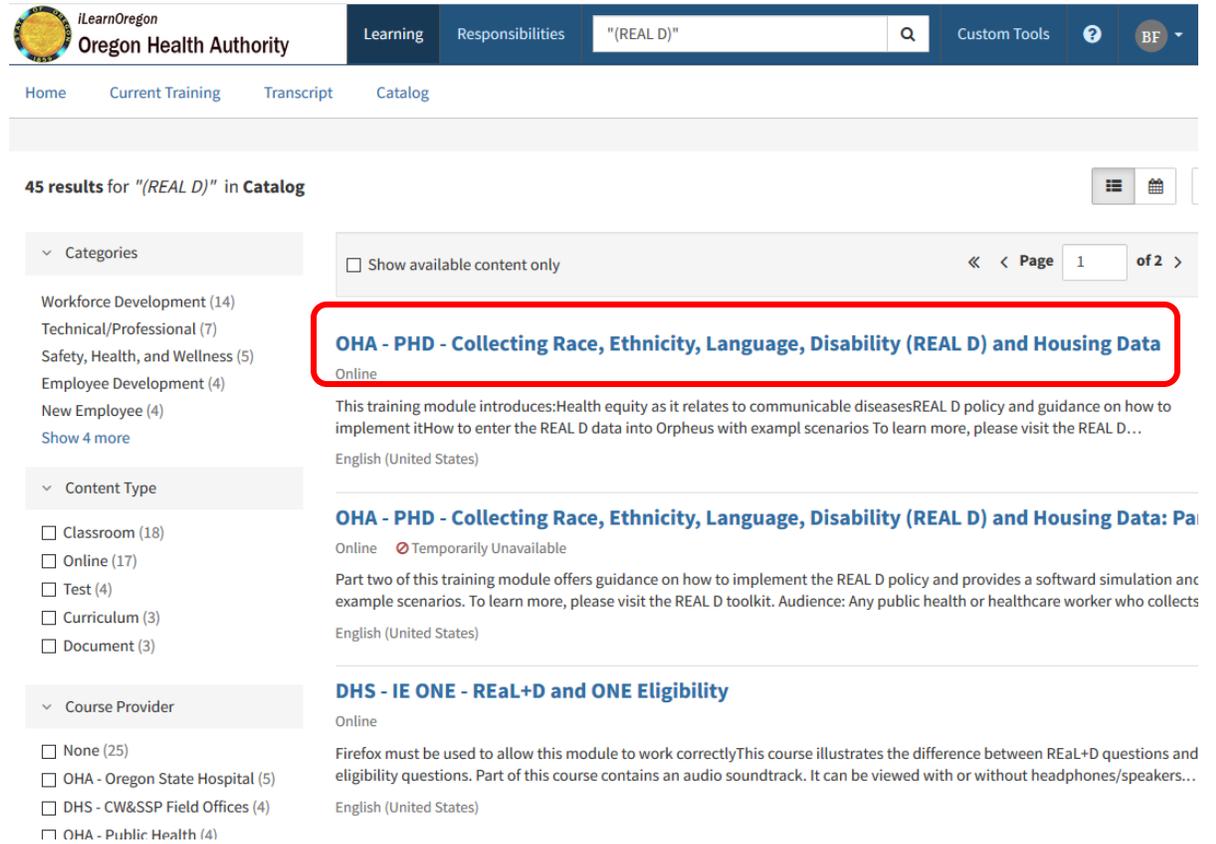
e.

7. You should now be logged in after clicking “Save” on the change password screen. If not, just return to the login screen and login with your id and newly created password.
8. Once logged in, you will be on your home page. Go up to the “Search Catalog” field and type in “(REAL D)” and hit <Enter>.



a.

9. The “OHA - PHD - Collecting Race, Ethnicity, Language, Disability (REAL D) and Housing Data” should be the first training on the list.



a.

- b. Click on the title and the training will begin.

10. At the end of the training, if you have a passing score, you will be asked to “Print” your certificate. You can either print it on paper, or when the print

dialogue box opens, you can pull down the printer menu and choose “Print to PDF” as an option to save it to your device or computer.