How to create an iLearnOregon account:

Partner/Non-State Employee Guide

Oregon **Health** Authority

Public Health Division

1. Start here: https://ilearn.oregon.gov/Default.aspx
2. Select "Create Account"

2 → Log In

or

Create Account
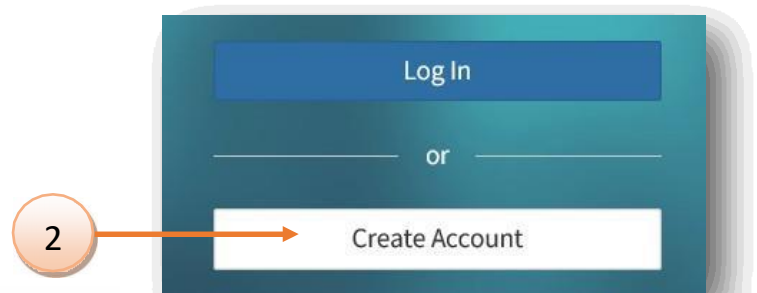
3. Select "Not a State Employee"

4. Enter your name, email and create a Login ID. (REMEMBER THIS LOGIN ID)

5. Leave blank (None Selected)

6. Select *Oregon Health Authority*, then *Oregon Health Authority Partners,* in the list that opens immediately after.

7. Leave blank (None Selected)

8. Click Submit. An email will be sent to you from ilearnoregon@oregon.gov with confirmation instructions. This is only valid for 2 days! Please complete the registration by clicking the link in the email.

* Type:
- ◯ State Employee
- ◯ State Employee using a non-State email
- ● Not a State Employee **3**

* First Name: Janet

* Last Name: Smithe **4**

Middle Name/Init:

* Email: Janet.Smithe@mywork.com

* Choose a login ID: SmitheJ

Job Title: (None Selected) **5**

Organization: - Oregon Health Authority **6**

- ⊟ Oregon Health Authority
  - ⊟ **Oregon Health Authority Partners**
    - ⊟ Adoptive or Foster Parents / Foster Provider
      - Adoptive Parent without Foster Children
      - Adult Foster Providers
      - Foster Parents

Manager: (None Selected) **7**

8 → Submit

9. Once you have completed the registration, another email will be sent to you with a temporary password. Use this temporary password to login at: https://ilearn.oregon.gov/Default.aspx

10. After logging in for the first time, it will prompt you to change your password. **Please write down your username and password and keep for your records!**