



# OREGON PUBLIC HEALTH

## User Guide

August 2016

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# First-time Login Instructions

**Website:** <https://ilearn.oregon.gov/>

Use the table below to get started in iLearnOregon (iLearn).

Type of user	iLearn Login	iLearn Password	What to do next
If you used the Learning Center before June 24, 2016	Use your Learning Center login	temp1234 (all lowercase)	Go to Page 4 for next steps
If the first time you used the Learning Center was after June 24, 2016	You will need to create a new account in iLearn.	You will need to create a new account in iLearn.	Go to <b>Page 19</b>
If you <u>do not</u> have a Learning Center account.	You will need to create a new account in iLearn.	You will need to create a new account in iLearn.	Go to <b>Page 19</b> to create an account.
If you have used iLearn before.	Use your iLearn login ID	Use your iLearnOregon password	Go to Page 4

**NOTE:**

All Learning Center training records will move to iLearn in November 2016.

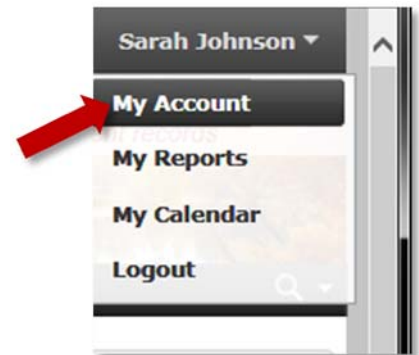
Do you have more than one account? Email [dhs.training@state.or.us](mailto:dhs.training@state.or.us) to have them combined in November 2016.

# Update your iLearnOregon Account

Do you have a Learning Center (LC) account? Have you used iLearnOregon (iLearn) before? Please follow these instructions to update your iLearn account.

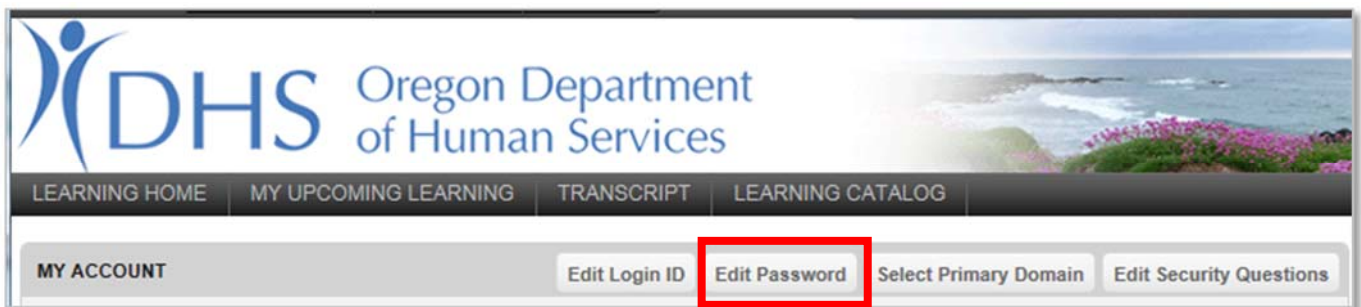
## Open Your Account Page on the top right

1. Follow this link to access iLearn <https://ilearn.oregon.gov> and log in.
2. On your homepage, click on **My Account**. It is under your name on the upper right of the screen.



## Password change

3. Follow these steps to change your password.  
**NOTE:** You will be asked to change your password the first time you log in.
4. Click on **Edit Password**



5. In the new window, enter your current password. Then enter your new password.

A screenshot of the password change form. It contains three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. Each field has a red asterisk to its left. Below the input fields are two buttons: 'Cancel' and 'Save'.

**NOTE:** Page 3 lists password information.

6. Click the **Save** button.



# Update your iLearnOregon Account

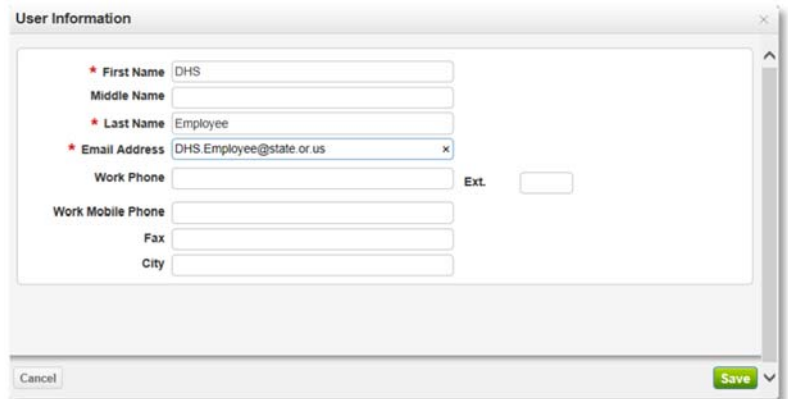
## Update Name and Email Address

1. On the **User Information** box, click the **Edit** button.



2. In the new screen, update your **First** and **Last** name.

**NOTE:** This is how your name appears on training records, sign-in sheets and certificates.

A screenshot of a web form titled "User Information". The form contains several input fields: "First Name" (with "DHS" entered), "Middle Name", "Last Name" (with "Employee" entered), "Email Address" (with "DHS.Employee@state or us" entered), "Work Phone" (with an "Ext." field next to it), "Work Mobile Phone", "Fax", and "City". There are "Cancel" and "Save" buttons at the bottom of the form.

3. Update your **Email Address**.

### NOTE:

- Users cannot share an email address.
- Each account will need their own email address.

4. Click the **Save** button.



# Update your iLearnOregon Account

## Turn on Messages

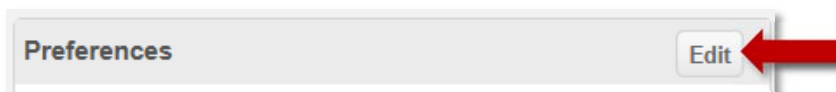
iLearn sends you training messages.

Examples:

- When you've signed up for a training
- Training is cancelled
- An instructor needs to email you
- The training location changed
- You were on a waitlist and are now registered

**NOTE:** This only works if you have email messages turned on. You also need an email address in your profile.

1. On the **Preferences** box, click the **Edit** button.



2. In the new screen, **check** the box next to **Send messages to my email address (as shown in my profile)**.



3. Click the **Save** button.

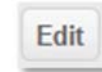


# Update your iLearnOregon Account

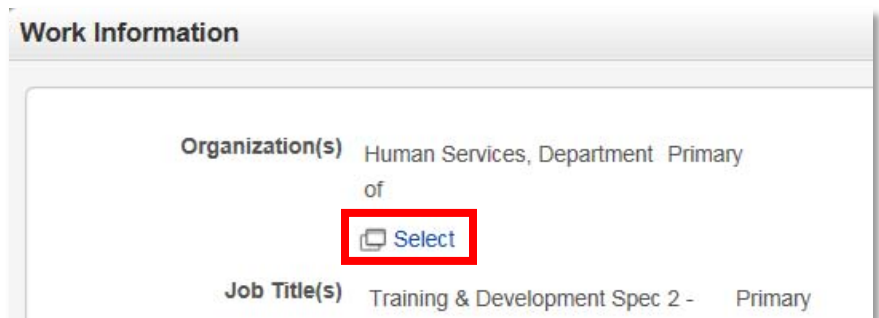
Make sure you have access to training offered by the Department of Human Services and Oregon Health Authority. Update your **Work Information**.

## Update Work Information

1. On the **Work Information** box, click the **Edit** button.

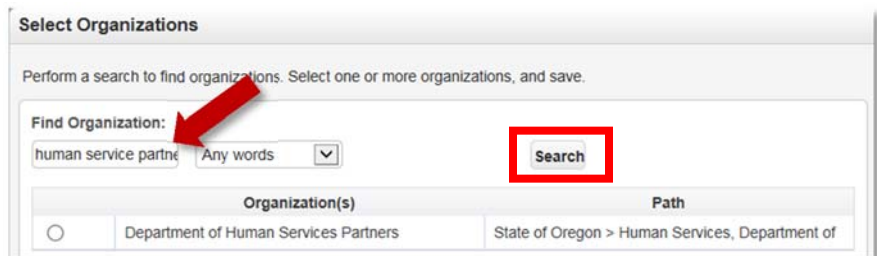


2. In the new screen, Click on **Select** under **Organization**.

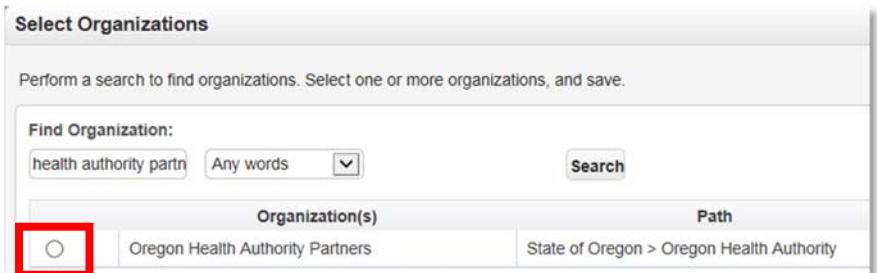
A screenshot of the "Work Information" form. It shows a section for "Organization(s)" with the text "Human Services, Department Primary" and "of". Below this is a "Select" button with a dropdown arrow icon, which is highlighted with a red box. At the bottom, the "Job Title(s)" is "Training & Development Spec 2 - Primary".

3. In the new, search for **Health Authority Partner**.

4. Click **Search**.

A screenshot of the "Select Organizations" search interface. The search term "human service partn" is entered in the "Find Organization:" field. A red arrow points to the search term. The "Search" button is highlighted with a red box. Below the search bar is a table with columns "Organization(s)" and "Path".

5. Click the button next to **Oregon Health Authority**.

A screenshot of the "Select Organizations" search interface. The search term "health authority partn" is entered in the "Find Organization:" field. The "Search" button is highlighted with a red box. Below the search bar is a table with columns "Organization(s)" and "Path". The radio button next to "Oregon Health Authority Partners" is highlighted with a red box.

## Update your iLearnOregon Account

6. Click **Save**.



7. You will now be back on the **Work Information** box.

**NOTE:** You do not need to select a **Job Title** or **Manager**.  
Please add your **Company** name and **Work Address**.

A screenshot of a "Work Information" form. The form contains several fields: "Manager(s)" with a "Select" button, "Company" (text input), "Company Address" (text input), "Company City" (text input with "Salem" entered), "Company U.S. State" (dropdown menu), "Company Postal Code" (text input), "Company Non-U.S. State/Province" (text input), "Company Country" (dropdown menu with "UNITED STATES" selected), "Job Start" (calendar input), and "Job End" (calendar input). At the bottom left is a "Cancel" button and at the bottom right is a "Save" button, which is highlighted with a red arrow.

8. Click **Save**.



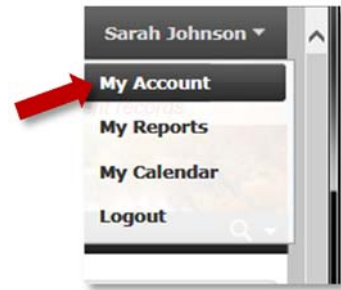


# Set Password Questions

If you forget your iLearn password, you can reset it. ILearn will ask you to answer your security questions. This will save you time. Be sure to answer the security questions the first time you log in.

1. Log into iLearn. If you forgot your username or password, contact the Service Desk at 503-945-5623

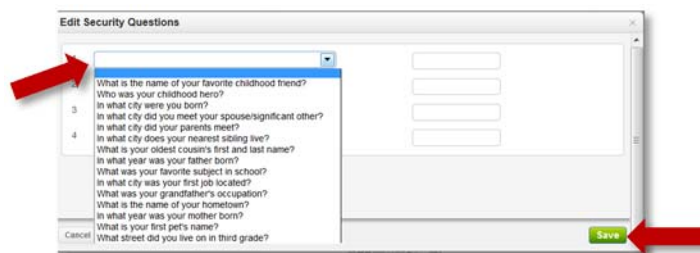
2. On your homepage, click on **My Account**. It is under your name on the upper right of the screen.



3. Click on **Edit Security Questions**.



4. For each of the drop downs, choose one **Question** to answer. Type the answer to each question in the matching answer box.



5. When you're finished, click **Save**.

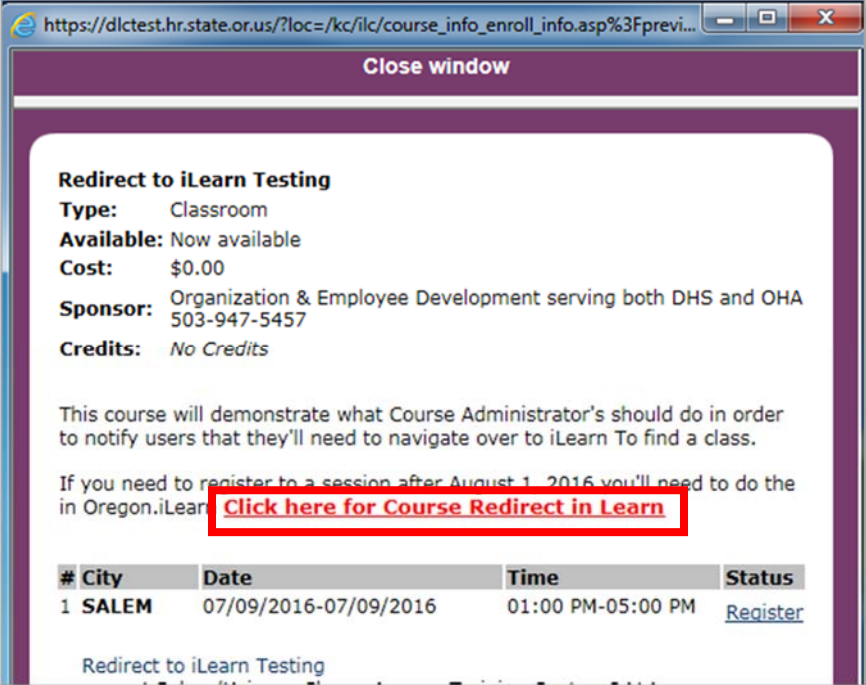
## How to find a course

There are three ways to get to an iLearn course!

1. Click the link in the Learning Center Course Description.
2. Your instructor may provide you a link.
3. Search the iLearn Learning Catalog.

### Learning Center course description link

1. Open your course in the Learning Center.
2. Click on the link in the course description.



A screenshot of a web browser window showing a course description page. The URL is [https://dlctest.hr.state.or.us/?loc=/kc/ilc/course\\_info\\_enroll\\_info.asp%3Fprevi...](https://dlctest.hr.state.or.us/?loc=/kc/ilc/course_info_enroll_info.asp%3Fprevi...). The page has a purple header with a 'Close window' button. The main content area is white with a purple border. It contains the following information:

**Redirect to iLearn Testing**  
**Type:** Classroom  
**Available:** Now available  
**Cost:** \$0.00  
**Sponsor:** Organization & Employee Development serving both DHS and OHA  
503-947-5457  
**Credits:** No Credits

This course will demonstrate what Course Administrator's should do in order to notify users that they'll need to navigate over to iLearn To find a class.

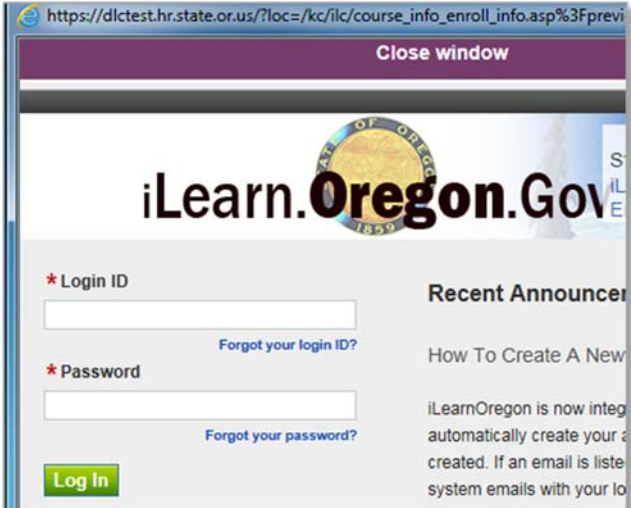
If you need to register to a session after August 1, 2016 you'll need to do the in Oregon.iLearn [Click here for Course Redirect in Learn](#)

#	City	Date	Time	Status
1	SALEM	07/09/2016-07/09/2016	01:00 PM-05:00 PM	<a href="#">Register</a>

Redirect to iLearn Testing

A red arrow points to the 'Click here for Course Redirect in Learn' link.

3. The window will now show the iLearn login page.
4. Please log in.
5. After logging in, you will go directly to the course.



A screenshot of the iLearn.Oregon.Gov login page. The URL is [https://dlctest.hr.state.or.us/?loc=/kc/ilc/course\\_info\\_enroll\\_info.asp%3Fprevi...](https://dlctest.hr.state.or.us/?loc=/kc/ilc/course_info_enroll_info.asp%3Fprevi...). The page has a purple header with a 'Close window' button. The main content area is white with a purple border. It features the iLearn.Oregon.Gov logo and the following login fields:

\* Login ID  
  
[Forgot your login ID?](#)

\* Password  
  
[Forgot your password?](#)

[Log In](#)

Recent Announcements

How To Create A New

iLearnOregon is now integ automatically create your a created. If an email is liste system emails with your lo

## Direct link

Course announcements will have a direct link to the course. In this case, click on the link. If the Course Description in the Learning Center has a link, click it and follow these instructions:

6. A new window will open with the iLearn log in screen.
7. Please log in.
8. After logging in, you will go directly to the course.



## Search the Learning Catalog

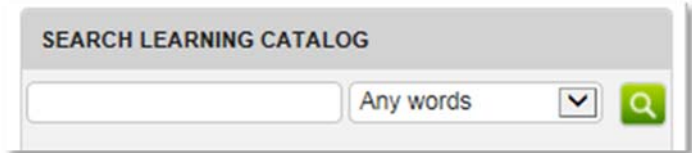
When you do not have a direct link, you will need to search the Learning Catalog. You can do this (1) from the Learning Catalog menu or (2) from the search box on your homepage.



# How to find a course

1. From **Learning Home** (also known as your homepage).

2. Search the course catalog using the search box on the right.



3. Enter the course name and change the search to **All Words**. Click the green **Search** icon.

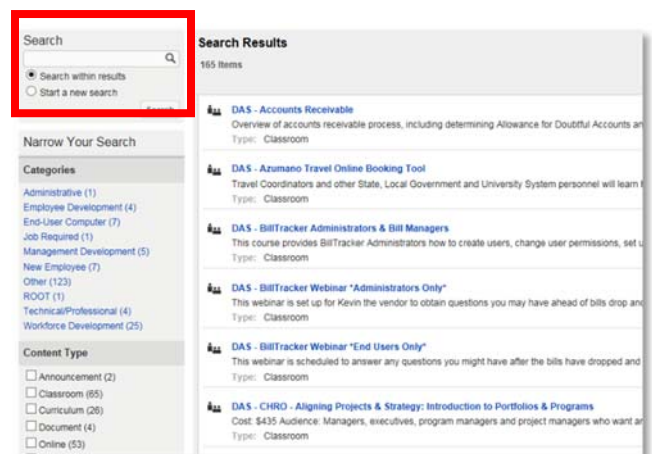


- Using **All Words** makes it easier to find what you need.
- Use the keyword provided.

4. The search will bring up a list of all content in iLearn. This will include courses, documents, curriculums and more.

5. Click any item to find out more information.

Narrow the search by using the tools on the left side of the screen.

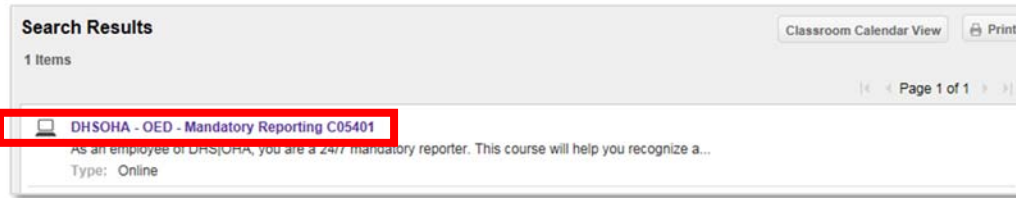


**NOTE:** Classes offered by the Department of Human Services all begin with **DHS**. Classes offered by Oregon Health Authority begin with **OHA**. Classes offered by both organizations begin with **DHSOHA**. Trainings by other agencies will begin with their acronym (e.g. DAS, OED, BOLI).

# How to enroll in a course

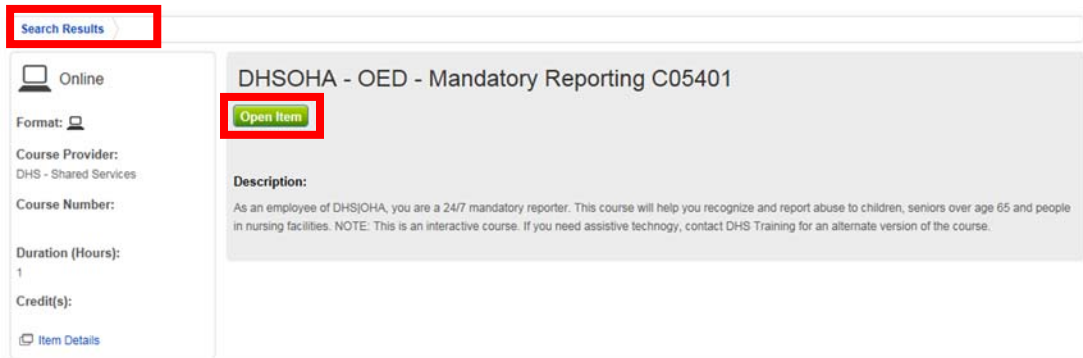
## Online course (eLearning)

1. To enroll in an *online course*, click on the **title** of the course.





2. A new screen will appear. This screen provides you details about the course. Click on **Open Item** to open the online course.

If you do not want to enroll in the course, click **Search results**. You will go to the previous screen.



3. A new window will open.
4. To begin the course, click on the link in the new.



- To maximize the viewing space, click  in the right corner.
- To exit, click the .

## How to enroll in a course


**NOTE:** After you complete an online course, you will have three options. Here are your choices the next time you open it:

1. **Review Previous Completion** – Access your completed course. It may update your score. It will not change your complete status.
2. **Start New Attempt** – This adds a second line for the course on your transcript. You must complete the course for it show as complete.
3. **View Certificate** – View and print your certificate associated with the course.

# How to enroll in a course

## Classroom/virtual course

The course information screen will come up with the course description. It also lists all available sections.

To see all the details about a section, (1) click on the **Information icon** .

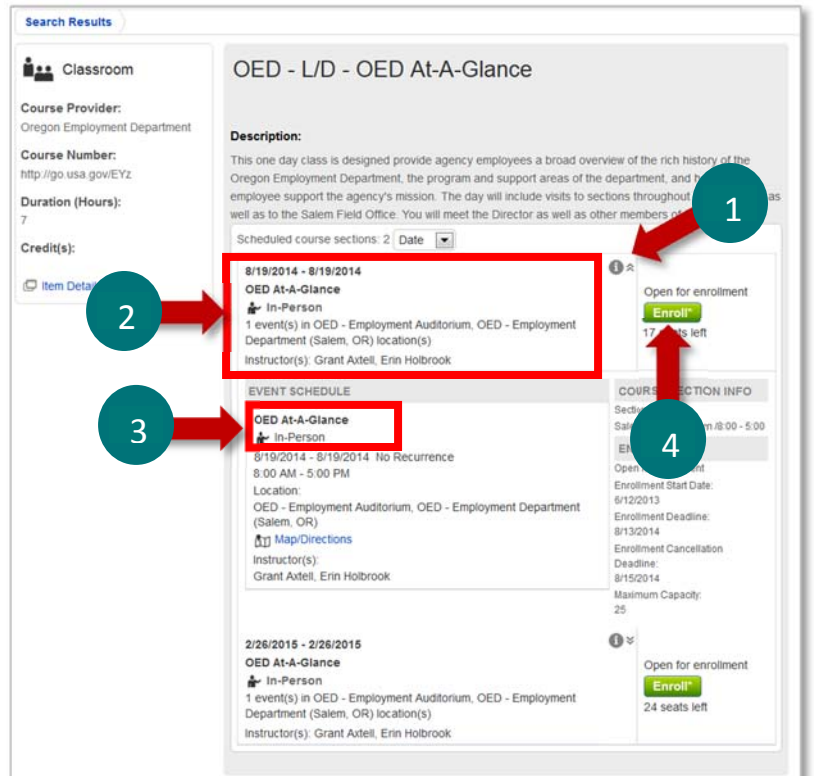
This box (2) provides you information about the section you are interested in attending. It includes the times, instructors, and additional information such as pre-enrollment comments.

This box (3) shows if the class is in person or virtual. In-person classes show the location. Virtual classes have a link and login information.

To enroll in the section, (4) click the **Enroll** button.



If the section is full, you can select to be added to the wait list. If someone cancels their registration, people on the wait list are added to the class automatically. You will receive an email if you are added from the wait list.



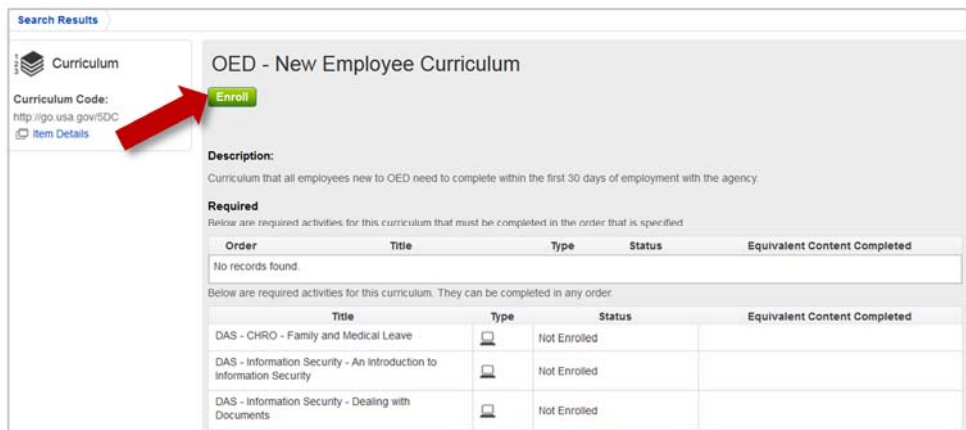
# How to enroll in a course

## Curriculum

A curriculum is a group of classes and activities (online and classroom.) They all need to be completed to get credit on your transcript. See the description by clicking on the **Title**.



1. From the curriculum information screen, you will see the description. There is a list of courses . They all must be completed to receive credit for the curriculum.
2. To enroll click **Enroll**.



3. To start taking the courses in the curriculum, click **Access**. (This is now where the enroll button was.)

**NOTE:** Once you access the curriculum, you **cannot cancel your enrollment**.



# How to enroll in a course

## Accessing your curriculum in the future

You have two options:

1. From your homepage, click on the **Title** under **My Upcoming Learning**.
2. Click **View Details** next to **My Curriculums**.

The screenshot displays the iLearn system interface. At the top, there are 'RECENT ANNOUNCEMENTS' including 'OED Testing' and 'Skill Development Resources Sponsored by the Oregon State Library'. Below this is the 'My Upcoming Learning (4)' section, which contains a table with columns for Title, Type, Date, Status, and Action. A red box highlights the 'Title' column, and a callout with the number '1' points to it. To the right of the table is the 'My Curriculums' section, which shows 'Completed 0' and 'Started' counts. A red box highlights the 'View Details' link, and a callout with the number '2' points to it. Below the 'My Curriculums' section is a search bar and a 'BROWSE CATEGORIES' list.

Title	Type	Date	Status	Action
OED - L/D - OED At-A-Glance (22)	Classroom	8/19/2014 8:00 AM - 5:00 PM	Enrolled	
OED - L/D - Agency History v2	SCORM 1.2		Started	<a href="#">Resume</a>
OED - BA&ES - Credible Employer Profiles: MachSkills Employer Records Management	General Course		Started	<a href="#">Resume</a>
OED - New Employee Curriculum	Curriculum		Started	

You can now access each component of the curriculum.

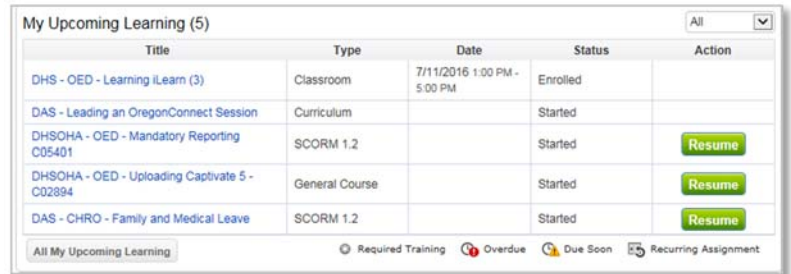
**NOTE:** When there is a classroom course, you must enroll in a section to complete the curriculum! Some curriculums require you complete courses in a specific order. Others let you choose the order you want to complete them.

# How to cancel course registration

You may cancel your registration at any time up until the enrollment cancellation deadline (found under the course information).

**NOTE:** Once you access a curriculum, you **cannot cancel your enrollment**.

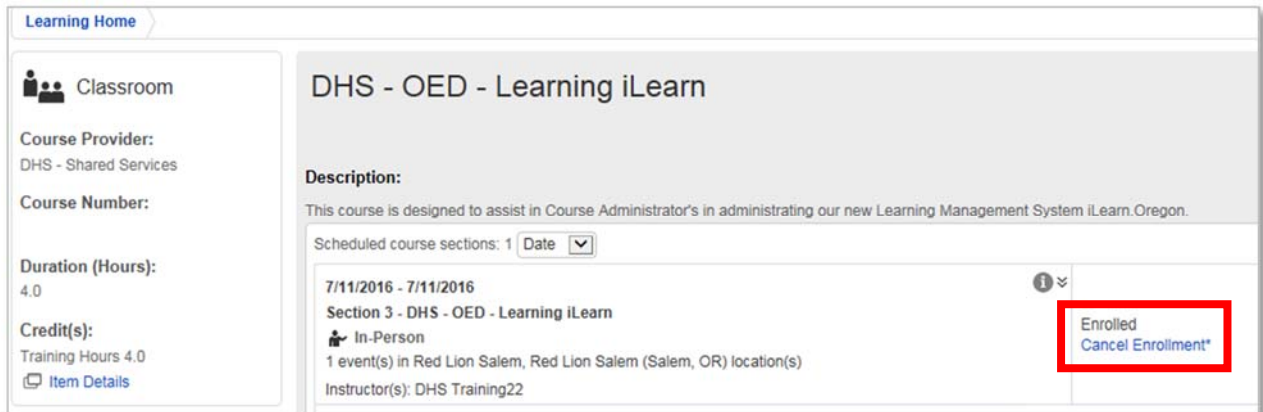
1. Under **My Upcoming Learning** on your homepage, click on the **title** of the course you want to cancel your enrollment.



Title	Type	Date	Status	Action
DHS - OED - Learning iLearn (3)	Classroom	7/11/2016 1:00 PM - 5:00 PM	Enrolled	
DAS - Leading an OregonConnect Session	Curriculum		Started	
DHSOHA - OED - Mandatory Reporting C05401	SCORM 1.2		Started	<a href="#">Resume</a>
DHSOHA - OED - Uploading Captivate 5 - C02894	General Course		Started	<a href="#">Resume</a>
DAS - CHRO - Family and Medical Leave	SCORM 1.2		Started	<a href="#">Resume</a>

All My Upcoming Learning    Required Training    Overdue    Due Soon    Recurring Assignment

2. Click on **Cancel enrollment** on the section information screen



Learning Home

**Classroom**

Course Provider:  
DHS - Shared Services

Course Number:

Duration (Hours):  
4.0

Credit(s):  
Training Hours 4.0  
[Item Details](#)

## DHS - OED - Learning iLearn

**Description:**  
This course is designed to assist in Course Administrator's in administrating our new Learning Management System iLearn.Oregon.

Scheduled course sections: 1 [Date](#)

7/11/2016 - 7/11/2016 ⓘ

Section 3 - DHS - OED - Learning iLearn

**In-Person**

1 event(s) in Red Lion Salem, Red Lion Salem (Salem, OR) location(s)

Instructor(s): DHS Training22

Enrolled  
**Cancel Enrollment\***

# How to create a new account

1. Access iLearn here: <https://ilearn.oregon.gov>



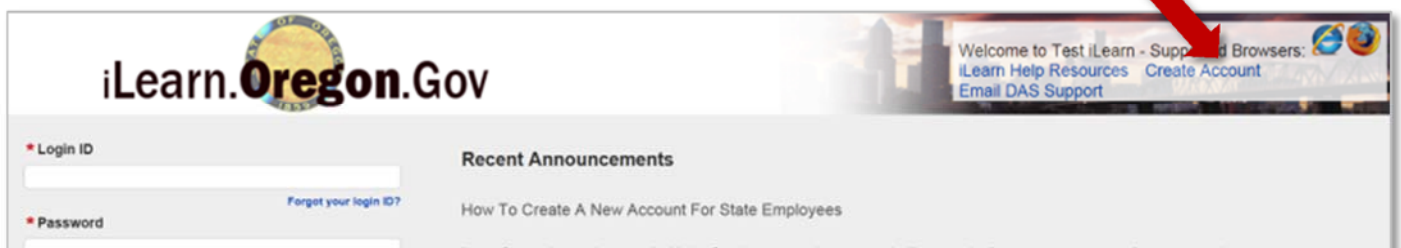
**Are you coming to DHS or OHA from another organization that uses iLearnOregon?** You do not need to create a new account. Please follow the instructions on page 4 to update your account and change to your new organization.

**Were you previously a state employee with an iLearnOregon account?** You do not need to create a new account. Please follow the instructions on page 4 to update your account to reflect your new organization.

For password resets or help retrieving your Login ID contact the **Service Desk** 503-945-5623

For all other assistance, email [dhs.training@state.or.us](mailto:dhs.training@state.or.us)

2. For all others: On the iLearn login page, click **Create New Account**. This will take you to the User Information page.



# How to create a new account

3. The form will appear:

The screenshot shows the iLearn.Oregon.Gov registration form. At the top, there is a logo for iLearn.Oregon.Gov with the Oregon state seal and the year 1859. To the right of the logo is a scenic image of a coastline with purple flowers in the foreground. A 'Show Help' link is located in the top right corner. The form contains the following fields and options:

- \* Type:** Three radio button options:  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.
- \* Last Name:** Text input field.
- Middle Name/Init:** Text input field.
- \* Email:** Text input field.
- \* Choose a login ID:** Text input field.
- Job Title:** Dropdown menu with '(None Selected)' and a downward arrow.
- Organization:** Dropdown menu with '(None Selected)' and a downward arrow.
- Manager:** Dropdown menu with a downward arrow.

A green 'Submit' button is located at the bottom center of the form.

**Type:** Not a State Employee

**First Name:** Your first name

**Last Name:** Your last name

**Email:** Your e-mail address cannot be used by another account in the iLearn)

**Login ID:** Choose a Login ID... it must be a least 6 characters and cannot contain spaces or characters such as /, @, or &.

**Job Title:** *Leave blank*

**Organization:** Select **Oregon Health Authority**

Another drop-down menu will appear for Partners. Select your partner organization. If you are not sure what to select, choose **Oregon Health Authority Partners**.

**Manager:** *Leave blank*

## How to create a new account

4. Click the green **Submit** button
5. Congratulations! You have created a new account. You will receive an email with a temporary password.

**NOTE:** The temporary password in this email is only valid for 24 hours. Please log in and update your password.