Much of the training provided by Oregon WIC is online and is accessed through the Oregon DHS/OHA Learning Center. Every local staff person will need to:

1. **Set up a user profile;**
2. **Take online courses;**
3. **Register for face-to-face trainings;** and,
4. **Take a posttest for a paper training modules.**

### Setting up a “User Profile”

1. **Go here:** [https://dhslearn.hr.state.or.us](https://dhslearn.hr.state.or.us)

2. **On your first visit you must create a “user profile”.**

3. **Select “partner”**
   - I am a DHS or OHA employee. I am logging into the site for the first time.
   - I am a partner signing-up for the first time.

4. **Create a Login ID and Password, then click “Submit”**.
   - **Login ID:**
   - **Password:**
   - **Confirm Password:**

   Password must be at least 8 characters long and consist of **both** alpha and numeric characters.
5. Click on the drop down box arrow and select “Other Organization” and then click “Expand”.

Root Organization: [Other Organizations] [Expand] [Select] [Cancel]

6. Click on the drop down box arrow and select the “Sub-Organization” that is the best fit for your agency, and then click “Expand”.

Sub Organization: [Choose Next Level] [Expand]

- 01-Federal
- 02-State-non DHS
- 04-Emergency Responders
- 05-County
- 06-City
- 07-Tribal Governments
- 08-Social Service / Associations / Advocates
- 09-Education
- 10-Employment Services
- 11-Brokerages
- 12-Boards, Commissions and Councils
- 13-Medical Service Providers
- 14-Residential / Treatment Facilities

7. If from a county, find your agency and then click “select”.

Either identify your organization by selecting it from the list below and clicking Select, or click Expand to view divisions within an organization.

Root Organization: [Other Organizations] [Expand] [Select] [Cancel]

Sub Organization: [05-County] [Expand] [Select] [Cancel]

Sub Organizations: [Select] [Expand] [Select] [Cancel]
8. On the next page, complete the information with an asterisk *. Be sure to include your email address to receive confirmation emails. If you don’t have an email address, provide your supervisors email address.

9. Select the “Title” that fits best for you. If none match, select “Public Health Clinical Staff”.

![Image of User Profile form]

![Image of Profile form]

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10. Click “Submit” and you are now successfully registered in the Learning Center.

11. Click “Done” to go to the homepage and to search and register for courses.

12. If you encounter any difficulties in the registration process, please contact diane.arnold@state.or.us.

To Take an Online Course

1. Login to the Learning Center.

2. Click “Courses and Registration” on the left hand navigation bar.

3. Click “Find a Course & Register”
4. Enter Keyword “WIC” and click “Search” to browse WIC’s online courses.

5. Click on your selection and then “Take Course” to begin.

To Register for Face-to-Face Training

1. Login to the Learning Center.

2. Click “Courses & Registration” on the left.

3. Click “Find a Course & Register”.

4. Enter a “Keyword” to search for the classroom training.
   b. Keyword “TWIST” for the TWIST CPA or Clerical face-to-face training.

   TWIST Clerical Training - WIC (C04276) [Classroom]
   TWIST CPA Training - WIC (C04274) [Classroom]
5. To register, click on the “”. Select the session you want to register for and then click “Register”.

### TWIST CPA Training - WIC

<table>
<thead>
<tr>
<th>#</th>
<th>City</th>
<th>Date</th>
<th>Time</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
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<td>PORTLAND</td>
<td>10/21/2014-10/23/2014</td>
<td>08:00 AM-05:00 PM</td>
<td>Register</td>
</tr>
<tr>
<td>3</td>
<td>PORTLAND</td>
<td>12/16/2014-12/18/2014</td>
<td>08:00 AM-05:00 PM</td>
<td>Register</td>
</tr>
</tbody>
</table>

This hands-on computer training will provide new certifiers with the skills needed to navigate the TWIST system and to learn how TWIST is used in the clinic to provide participant centered services. Certifiers will complete a certification, assign a food package, document information in a participant’s record, select the appropriate nutrition education content, make requests or schedule appointments, and understand their role in providing food instruments. This course is a companion to completing the required Training Modules and on-line courses.

6. Upon registering, you will get an email confirmation from the Learning Center.

### To Take a Posttest for a Paper Training Module

1. Login to the Learning Center.

2. Click “Courses & Registration” on the left.

3. Click “Find a Course & Register”.

4. Enter the keyword “WIC” and click “Search” to browse WIC’s online courses. The posttest course will be named the same as the paper training module.

5. Click on your selection and then “Take Course” to begin.

6. When you have completed the posttest you can print out the results page and give it to your training supervisor.