

Access to DHS/OSPHL Online Course “Laboratory Shipping and Packaging” (C00183)

1. Create a user profile on the DHS Learning Center by following the prompts at: https://dhslearn.hr.state.or.us/kc/login/register_gateway.asp, (put your organization name in the 1st address box, the organization physical address in the 2nd address box, and your job title in the title box.
2. To login to the DHS Learning Center go to <https://dhslearn.hr.state.or.us/> and enter user name and password.
3. Click on “Courses & Registration” in left side bar menu.
4. Click on “Find a Course & Register” icon.
5. In the “Keywords” box toward the top of page enter “laboratory” and click on the Search button.
6. Click on “Laboratory Shipping & Packaging 2009” link at bottom of page.
7. Click the “Take Course” button.
8. Follow prompts for the online course.
9. To print a certificate of completion: After finishing the course, click on “My Homepage” in the left side bar menu.
10. Click on “Training Records” tab towards top of page.
11. Click on the “Certificate” link in the Title column and follow instructions to print the training certificate.