



# Getting started in iLearn for WIC staff & partners

**NOTE:** **WIC courses** are currently only working in **Internet Explorer**. Please refer to the [Technical Support and Troubleshooting doc](#) on our Training Modules page for full technical requirements before you begin.



Type of user	What to do next	Pages
First time using iLearnOregon	You will need to create a new account, <u>AND</u> update your account information.	Follow instructions on <b>pages 2-8</b>
I've used iLearnOregon before, but not for WIC	Use your iLearn login ID and password, <u>AND</u> update your account information.	Follow instructions on <b>pages 5-8</b>

## Create a new account



***Coming from another organization that uses iLearnOregon?  
Previously a state employee with an iLearnOregon account?***

You do not need to create a new account. Please follow the instructions on **page 5** to change your organization to “Oregon Health Authority partner” and update your account (**pg. 5**).

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)

1. Access iLearn here: <https://ilearn.oregon.gov>
2. On the iLearn login page, click **Create New Account**. This will take you to the User Information page.

A screenshot of the iLearn.Oregon.Gov login page. The page features the iLearn.Oregon.Gov logo on the left. In the top right corner, there is a navigation bar with links for "Welcome to Test iLearn - Supported Browsers:", "iLearn Help Resources", "Create Account", and "Email DAS Support". A red arrow points to the "Create Account" link. Below the navigation bar, there are input fields for "Login ID" and "Password", a "Forgot your login ID?" link, and a "Recent Announcements" section with the title "How To Create A New Account For State Employees".

## Create a new account

3. The form will appear:



The screenshot shows the iLearn.Oregon.Gov account creation form. At the top, there is a logo for iLearn.Oregon.Gov and a 'Show Help' link. The form contains several fields and a 'Submit' button. A red arrow points to the 'Not a State Employee' radio button under the 'Type' field.

**Type:**  State Employee  
 State Employee using a non-State email  
 Not a State Employee

**\* First Name:**

**\* Last Name:**

Middle Name/Init:

**\* Email:**

**\* Choose a login ID:**

**Job Title:** (None Selected)

**Organization:** (None Selected)

**Manager:**

**Submit**

<b>Type:</b>	Not a State Employee
<b>First Name:</b>	Your first name
<b>Last Name:</b>	Your last name
<b>Email:</b>	Your e-mail address (cannot be used by another account in the iLearn system)
<b>Login ID:</b>	Choose a Login ID... it must be a least 6 characters and <u>cannot</u> contain spaces or characters such as /, @, or &.
<b>Job Title:</b>	Leave blank
<b>Organization:</b>	Select <b>Oregon Health Authority</b>
	Another drop-down menu will appear for Partners. Select <b>Oregon Health Authority Partners.</b>
<b>Manager:</b>	Leave blank

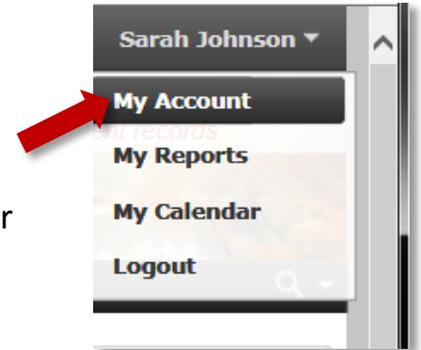
4. Click **Submit**.

5. You will receive an email with a temporary password. *The temporary password in this email is only valid for **24 hours**.*

# Update your iLearnOregon account

## Open Your Account Page

6. Click <https://ilearn.oregon.gov> and log in.
7. On your homepage, click on **My Account**. It's under your name on the upper right of the screen.



## Password change

**NOTE:** You'll be asked to change your password the first time you log in.



8. Click on **Edit Password**
9. In the new window, enter your current password. Then enter your new password.

A screenshot of the password change form. The form 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, there are two buttons: "Cancel" and "Save".

10. Click the **Save** button.



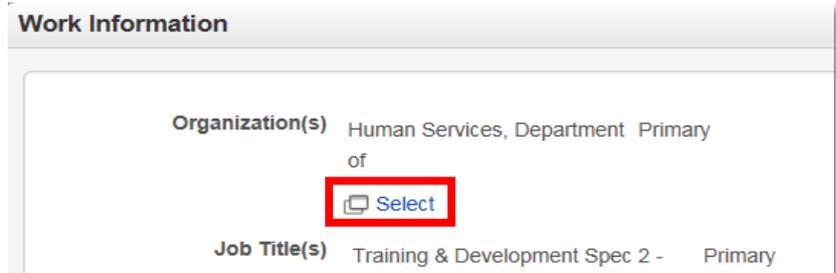
# Update your iLearnOregon Account

## Update Work Information



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

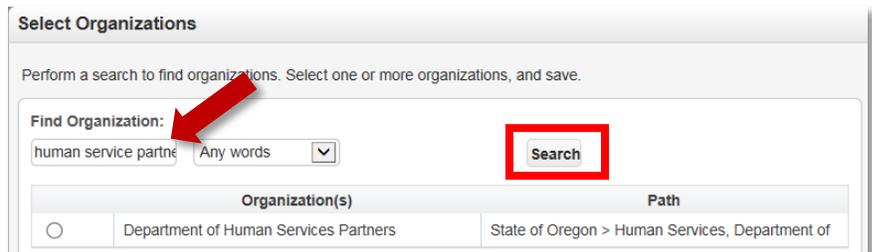
12. In the new screen, Click on **Select** under **Organization**.



The screenshot shows the 'Work Information' section of a user profile. It displays 'Organization(s) Human Services, Department Primary of' and 'Job Title(s) Training & Development Spec 2 - Primary'. A red box highlights a 'Select' button with a dropdown arrow icon.

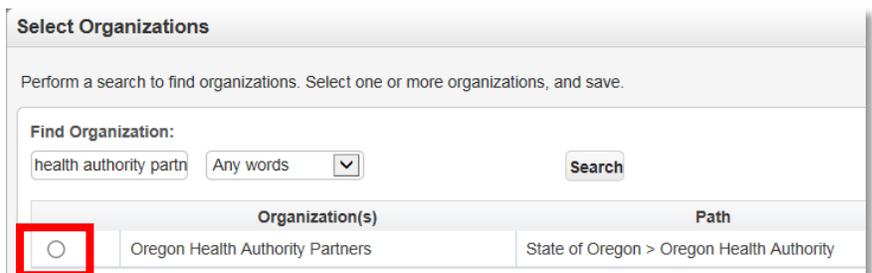
13. In the new screen, enter **Oregon Health Authority Partner**.

14. Click **Search**.



The screenshot shows the 'Select Organizations' screen. It has a search bar with 'human service partn' and a dropdown menu set to 'Any words'. A red arrow points to the search bar, and a red box highlights the 'Search' button. Below is a table with one entry: 'Department of Human Services Partners' with a path of 'State of Oregon > Human Services, Department of'.

15. Click the button next to **Oregon Health Authority Partners**.



The screenshot shows the 'Select Organizations' screen with the search bar containing 'health authority partn'. A red box highlights the radio button next to the entry 'Oregon Health Authority Partners' in the table below.

16. Click **Save**.



# Update your iLearnOregon Account

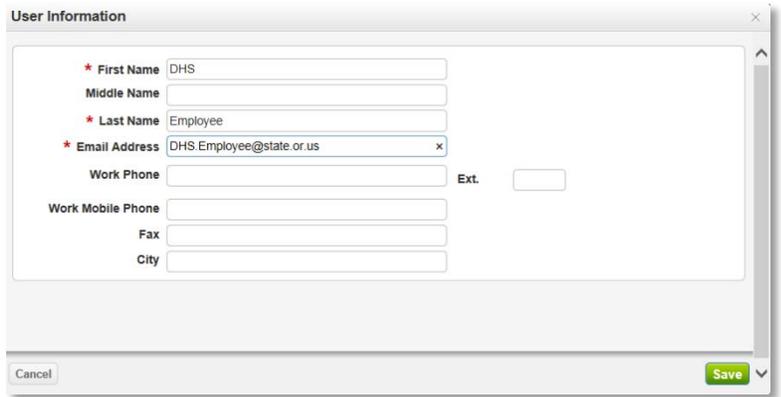
## Update Name and Email Address

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



18. 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 "User Information" form. It 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", "Ext.", "Work Mobile Phone", "Fax", and "City". There are "Cancel" and "Save" buttons at the bottom.

19. Update your **Email Address**.

20. Click **Save**.



## Turn on Messages

You will need to activate the “send messages to my email” button to receive training messages. Examples of emails:

- 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

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



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

A screenshot of a "COMMUNICATION" section. It has a header "COMMUNICATION" and a checkbox that is checked, next to the text "Send messages to my email address (as shown in my profile)". A red arrow points to the checked checkbox.

23. Click the **Save** button.



# Update your iLearnOregon Account

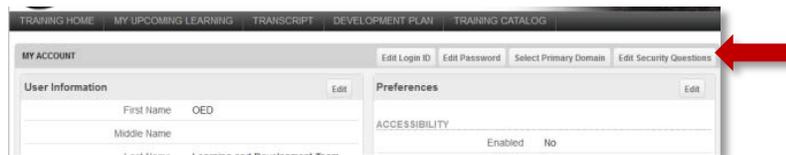
## Set Password Questions

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.

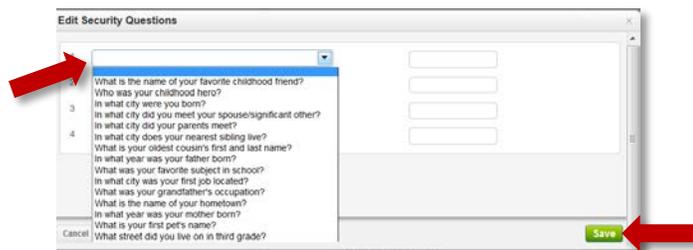
1. On your homepage, click on **My Account**. It's under your name on the upper right of the screen.



2. Click on **Edit Security Questions**.



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



4. Click **Save**.



# How to find WIC courses

There are two ways to get to a WIC iLearn course:

1. Click the direct link from the WIC [Training Modules and Online Courses](#) page.
2. Search **WIC** or the course title in the iLearn Learning Catalog.

## Direct link

After clicking a direct link to the course:

1. A new window will open with the iLearn log in screen.
2. Please log in.
3. After logging in, you'll go directly to the course.



## Search the Learning Catalog

You can search the catalog two ways: (1) from the search box on your iLearn homepage, or (2) from the Learning Catalog menu. Search **WIC**.

