Learning Center Instructions for Partners

1. Go here: https://dhslearn.hr.state.or.us

2. If this is your first time you must create a “user profile”.

3. Select

   - 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

   - 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 to “Other Organization” and then click “Expand”.

6. Click on the drop down box arrow to the best fit for your agency, and then click “Expand”.

7. Make one or more selection to find the best fit for you.

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

Sub Organization: 13-Medical Service Providers

8. On the next page, complete the information with an *, and provide an email address for yourself or use your supervisors if you don’t have one.

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

10. Click “Done” to go to the homepage and to search for courses.
11. Click “Courses and Registration” at the left hand navigation bar.

12. Click “Find a Course & Register”

13. Enter Key Word “WIC” and click “Search” to browse WIC’s online and face-to face courses.

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