

## ***Creating a New Account in iLearnOregon***

### ***Important Information for State Employees***

In order for a state employee to create a new account you must have some specific information.

You must know your first and last name exactly as it appears on your paycheck stub; or you must know your Employee Identification Number (i.e. OR1234567).

When you are selecting your job title, you may see the same one multiple times but with a different job classification code. Your paycheck stub identifies what your job classification code is so that you can select the correct job title.

If your manager does not have an account within iLearnOregon, you must know their first and last name exactly as it appears on their paycheck stub; or you must know their Employee Identification Number (i.e. OR1234567).

### ***Create New Account***

To create a new account complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From the iLearnOregon login page, select "***Create New Account***". This will take you to the User Information page.

**iLearnOregon**  
State Government's Learning Community

**Oregon**  
Values at Work

\* Login ID

\* Password

Login

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Welcome to iLearnOregon!

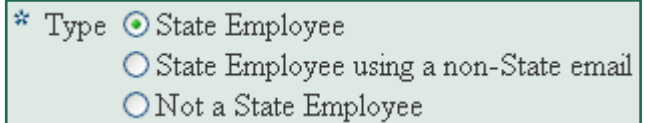
iLearnOregon is a dynamic online learning and knowledge management tool that integrates general learning management functions (course catalog, registration, enrollments, transcripts and administration) as well as performance management tools such as individual development plans and skill assessments.

We hope you enjoy your iLearnOregon experience!

► Create New Account ► Login Help ► Password Help ► Email Administrator

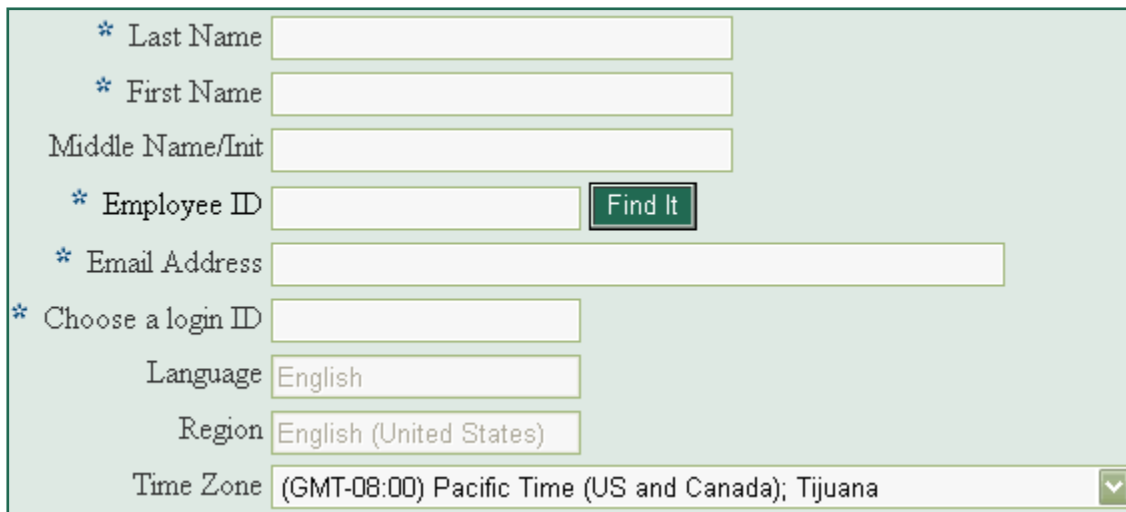
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- From the User Information page you will need to select one of the following options for type:
  - Select State Employee if you have a valid state issued email address (i.e. jane.doe@state.or.us)
  - Select State Employee with Non-State Email if you don't have a valid state issued email address or would like to use an alternative email address.
  - Select Not a State Employee if you are not an employee of the state of Oregon.



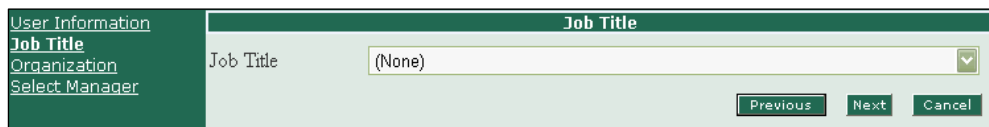
\* Type  State Employee  
 State Employee using a non-State email  
 Not a State Employee

- Enter your full first and last name.
- If you are a state employee, click on the Find It button next to the Employee ID field. **NOTE:** If you are not a state employee this option will not appear on the screen. Once your record is found, the system will automatically populate your Employee ID and email address. Verify that your email address is correct.
- If you are not a state employee enter your email address.
- Enter text for your Login ID. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.



\* Last Name   
\* First Name   
Middle Name/Init   
\* Employee ID  Find It  
\* Email Address   
\* Choose a login ID   
Language   
Region   
Time Zone

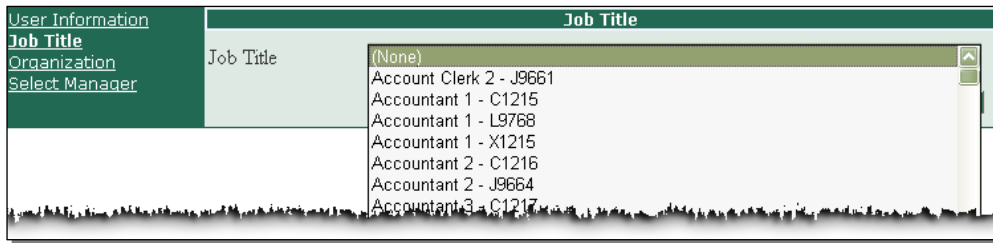
- Once you complete the User Information screen, you will need to select Next to continue to the Job Title screen. The job titles come from the State's Position and Personnel Data Base (PPDB) and are in alphabetical order.



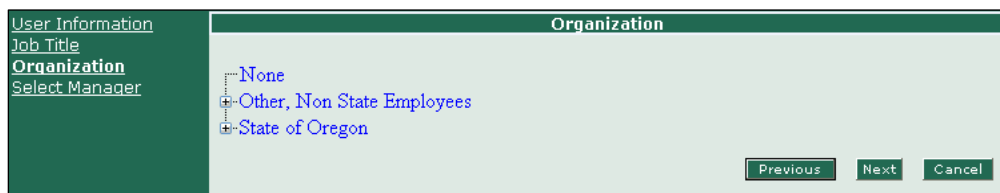
User Information Job Title  
Job Title  
Organization  
Select Manager  
Job Title (None)  
Previous Next Cancel

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- Using the drop down menu, select the appropriate job title. **REMEMBER:** If there are several of the same job titles listed, look for the one with the same job classification # that was on your paycheck stub. If your job title isn't listed (or you are not a state employee), select the first option "None".



- Once you have selected the appropriate job title, you will need to select Next to go to the Organization screen. There are 3 categories of organizations: None, Other, and State of Oregon.



- If you don't work for a governmental entity select None and then select Next. Skip to step 16.
- If you work for a governmental entity (i.e. city, county, etc.) that is not a state agency, expand the Other, Non State Employees tree and locate the governmental entity that you work for and then select Next. Skip to step 16.



- If you work for a state agency (i.e. DAS, ODOT, etc.), expand the State of Oregon tree.



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14. Locate your agency and expand your agency tree.
15. On your agency's expanded tree, Select the division/section/unit that you work for and then select Next.



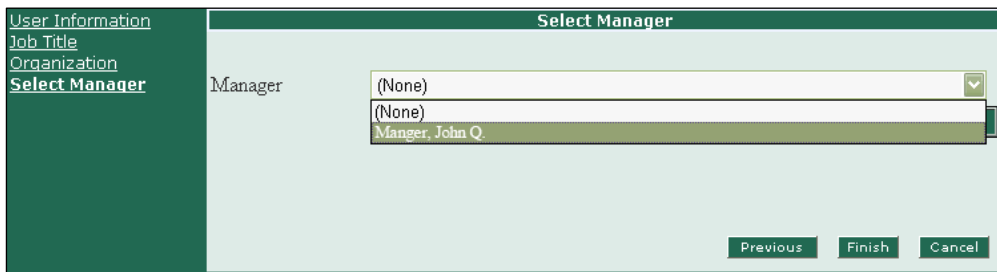
### Important Information for Selecting a Manager

If you are not a state employee you do not need to select a manager.

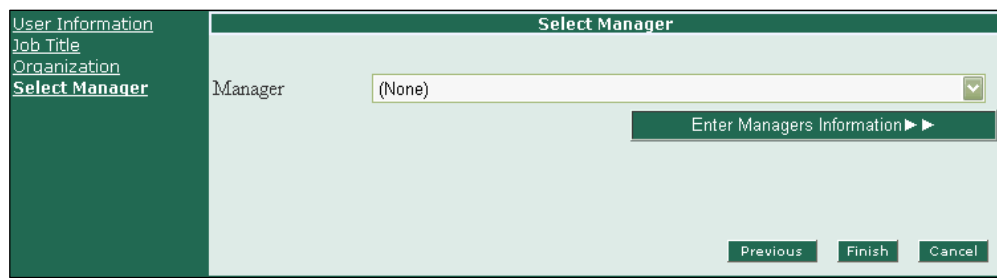
If you are a state employee you will have the option of entering your manager's information. This will create an account for your manager.

In order to enter your manager's information you will need to know their first and last name exactly as it appears on their paycheck stub; or you must know their Employee Identification Number (i.e. OR1234567). Ask your manager for this information before trying to create a new account in iLearnOregon.

16. Using the drop down menu, see if your manager is listed.



17. If your manager isn't listed, select "Enter Managers Information". Or you can select None on the drop down menu and then select finish.



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18. Enter your manager's full first and last name.
19. If you are a state employee, click on the Find It button next to the Employee ID field. **NOTE:** If you are not a state employee this option will not appear on the screen. Once your manager's record is found, the system will automatically populate their Employee ID and email address. Verify that their email address is correct.
20. Once you have entered your manager's information, select "Save Managers Information".
21. Select "Finish" and your new account will be created.

The screenshot shows a web form titled "Select Manager". On the left is a dark green sidebar with a menu containing "User Information", "Job Title", "Organization", and "Select Manager" (which is highlighted). The main form area has a title bar "Select Manager". At the top, there is a "Manager" dropdown menu showing "(None)". Below it is a green button labeled "Enter Managers Information ▶▶". A text box contains the instruction: "To lookup your manager's information, enter their last and first name exactly as it would appear on their paycheck stub." Below this are five input fields: "\* Last Name", "\* First Name", "Middle Name/Init", "\* Employee ID", and "\* Email Address". A green "Find It" button is positioned to the right of the Employee ID field. Below the input fields is a green button labeled "Save Managers Information". At the bottom right of the form are three buttons: "Previous", "Finish", and "Cancel".

***CONGRATULATION! You have completed the process for creating a new account. You will receive a confirmation email with a temporary password to log into iLearnOregon.***