## ILEARNOREGON HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES

This job aid walks you through the steps for creating an account in iLearnOregon for **non-state employees**.

To create a new account in iLearnOregon you need to complete the following steps:

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

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set to your State Employee ID.		Log In	For your first time entering iLearnOregon, your login ID AND password will both be set to your State Employee ID.	
If you need assistance with your login ID or password, you can use the automated "Forgot Login ID" or "Forgot Password" tools (on the login page) or you can			If you need assistance with your login ID or password, you can use the automated "Forgot Login ID" or "Forgot Password" tools (on the login page) or you can	
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- 3. From the User Registration screen you will need to select *Not a State Employee*.
- Type: O State Employee O State Employee using a non-State email Not a State Employee
- 4. Enter your *full first* and *last name*.
- 5. Enter in your *email address* where you want any system emails to be sent to.

## ILEARNOREGON HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES

6. Enter text for your *Login ID*. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.

	* First Name:	Jane
	* Last Name:	Doe
Ν	/liddle Name/Init:	
	* Email:	jane.doe@gmail.com
* C	hoose a login ID:	anedoe

7. For the Job Title, leave it on *(None Selected)*. The job titles in the drop list come from the State's Position and Personnel Data Base (PPDB) and only apply to state employees.

Job Title: (None Selected)

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8. For Organization, using the drop down menu, select: *Education, Department of.* Once you select ODE,

click on the <sup>•</sup> icon and a listing of divisions/sections/units will display. Select: **Office of the Deputy Superintendent**. Next select: **Child Nutrition**. Next select: **Child and Adult Care Food Program.** Finally select: **Site type** 

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iLearn	Dregon		User Registration Welcome new user
			Show Help
* Type:	State Employee		
	<ul> <li>State Employee using a non-State email</li> <li>Not a State Employee</li> </ul>		
* First Name:			
* Last Name:			
Middle Name/Init			
* Employee ID:			
* Email:			
* Chasses a la sin ID:			
Choose a login ID.			
Job Title:	(None Selected)		•
Organization	Education Ocean Department of		
	Child Nutrition     Child Nutrition     Child Aud Adult Care Food Program     Adult Day Care Center     At Risk Non-School District     At Risk Non-School District     At Risk School District     Child Care Center     Child Care Center and Adult Day Care Center     Child Care Center and At Risk Non-School D	r Jistrict	
Manager:	(None Selected)		
	Submit		l

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9. For Manager, leave it blank.

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10. Click Submit.

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A confirmation email will be sent the the email address provided. Please follow the instructions in the email to confirm your account registration.

The confirmation email will only be active for 1 day.

You will receive an email with instructions on how to confirm your account.