

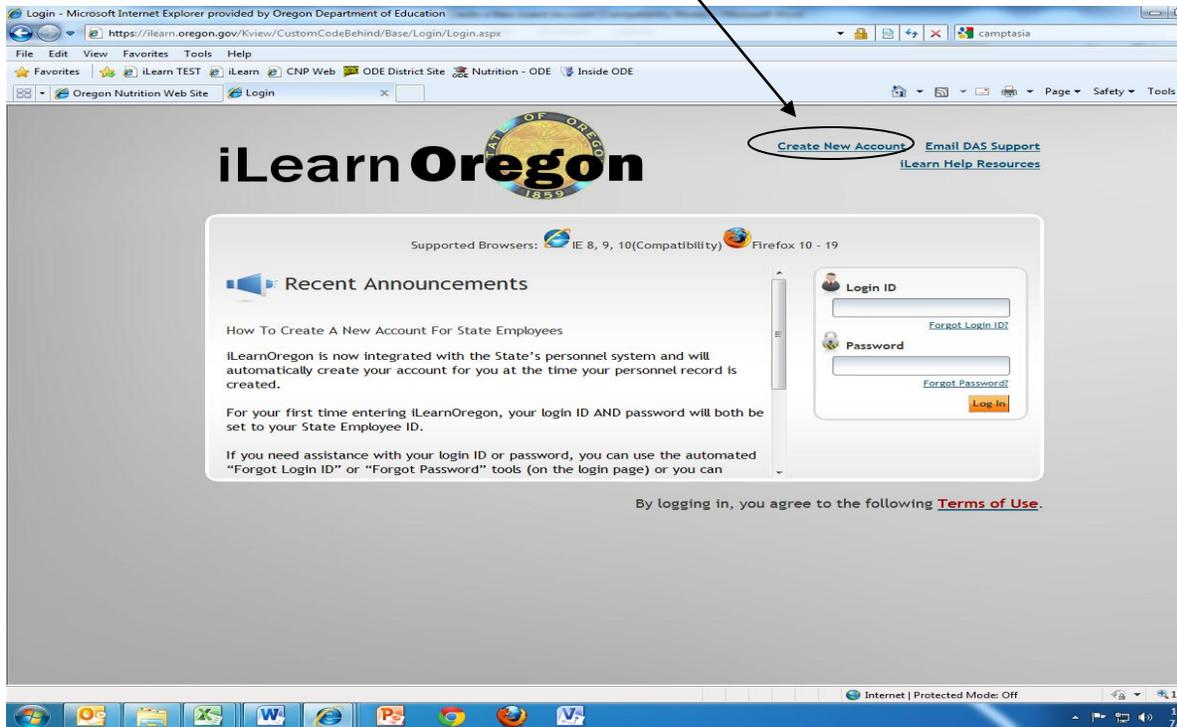
ILEARNOREGON

HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES

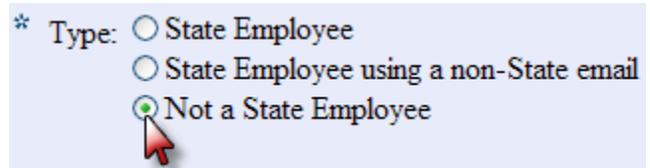
This job aid walks you through the steps for creating an account in iLearnOregon for **non-state employees**.

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

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



3. From the User Registration screen you will need to select **Not a State Employee**.

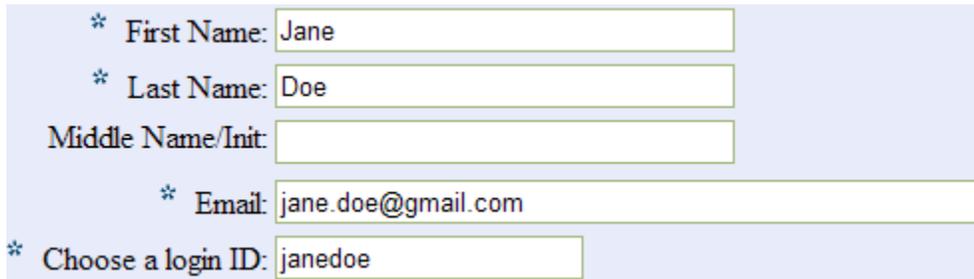


4. Enter your **full first** and **last name**.
5. Enter in your **email address** where you want any system emails to be sent to.

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



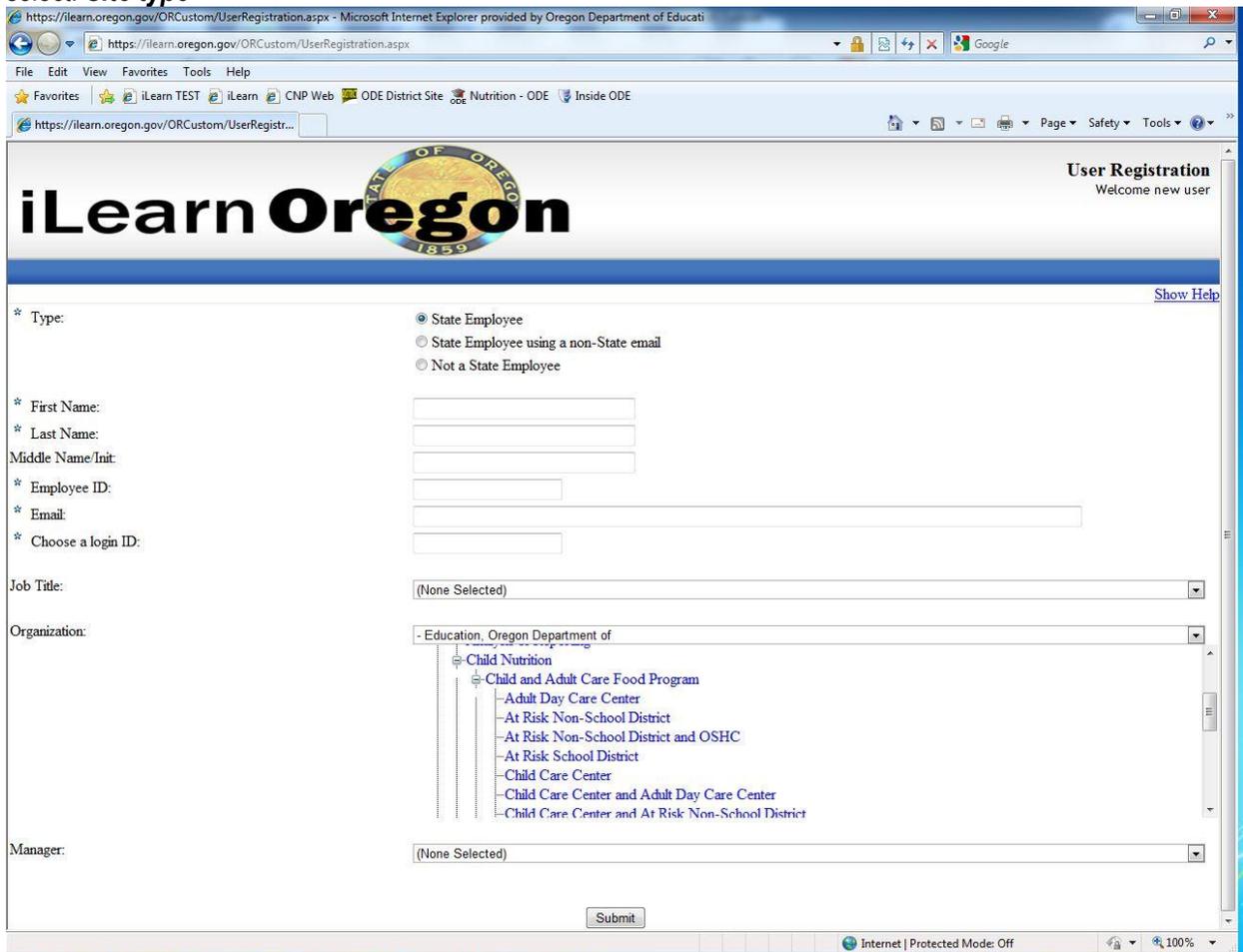
* First Name: Jane
* Last Name: Doe
Middle Name/Init:
* Email: jane.doe@gmail.com
* Choose a login ID: janedoe

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)

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



https://ilearn.oregon.gov/ORCustom/UserRegistration.aspx - Microsoft Internet Explorer provided by Oregon Department of Educati
https://ilearn.oregon.gov/ORCustom/UserRegistration.aspx
File Edit View Favorites Tools Help
Favorites iLearn TEST iLearn CNP Web ODE District Site Nutrition - ODE Inside ODE
https://ilearn.oregon.gov/ORCustom/UserRegistr... Page Safety Tools
iLearn Oregon
User Registration
Welcome new user
Show Help
* Type: State Employee State Employee using a non-State email Not a State Employee
* First Name:
* Last Name:
Middle Name/Init:
* Employee ID:
* Email:
* Choose a login ID:
Job Title: (None Selected)
Organization: - Education, Oregon Department of
+ Child Nutrition
- Child and Adult Care Food Program
- Adult Day Care Center
- At Risk Non-School District
- At Risk Non-School District and OSHC
- At Risk School District
- Child Care Center
- Child Care Center and Adult Day Care Center
- Child Care Center and At Risk Non-School District
Manager: (None Selected)
Submit
Internet | Protected Mode: Off 100%

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9. For Manager, leave it blank.
10. Click **Submit**.



A confirmation email will be sent to 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.