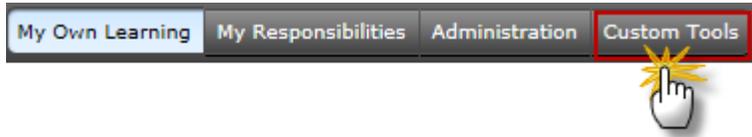


iLearnOregon Add Self Reported Learning & Certifications

To add self reported learning or a self reported certification to a person's transcript, complete the following steps:

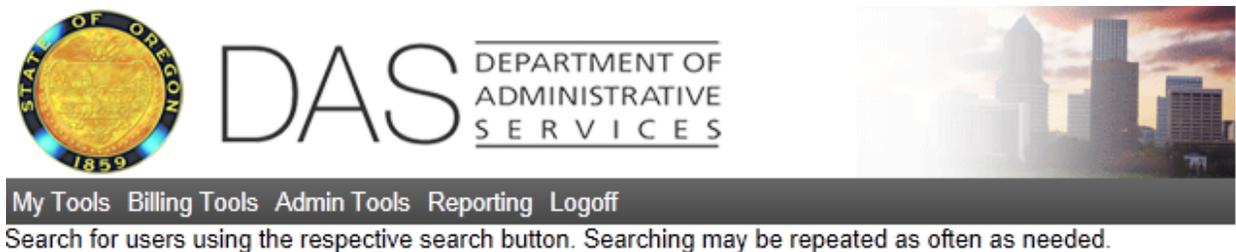
1. On the top menu bar click on the *Custom Tools* button.



2. Select *Admin Tools, Manage Users, Self Reported Learning*.



3. Next to Selected Users, select Search Users to find the person you want to add a self reported learning event for.



Selected Users:



iLearnOregon

Add Self Reported Learning & Certifications

4. Enter the user's last name and select **Search**. A list of users with the last name will display.

Last Name: Search
 First Name:
 Roles: (Everyone) ▼
 Search in all Domains Include Inactive Users
 Search in Organization

5. Next the user you want to add a learning event for, click the **green plus sign** to add their name and then select **Close** to exit out of the window.

Last Name: Search
 First Name:
 Roles: (Everyone) ▼
 Search in all Domains Include Inactive Users
 Search in Organization

Last Name	First Name	Mi.	Empl. ID	Job Title	Agency	Organization Title
Meng	Brandy	L			DAS	CHRO Administration

Close

6. Click on the **magnifying glass**.

[My Tools](#) [Billing Tools](#) [Admin Tools](#) [Reporting](#) [Logoff](#)
 Search for users using the respective search button. Searching may be repeated as often as needed.

Selected Users: Search Users

Last Name	First Name	Mi.	Employee ID	Job Title	Agency	Organization Title
Meng	Brandy	L			DAS	CHRO Administration

Add Self Reported Learning & Certifications

7. You can add, delete, edit, or view any of the users self reported learning. To add a new self reported learning, select **Add New Learning Event**.



DAS DEPARTMENT OF ADMINISTRATIVE SERVICES



My Tools Billing Tools Admin Tools Reporting Logoff

Below is a list of your self reported learning items. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

Add New Learning Event



iLearnOregon Add Self Reported Learning & Certifications

8. Complete the following information for the learning event. Select **Save** and then **Close**.

Enter new or change existing information for Meng, Brandy L self reported learning item.

Learning Event Title	<input type="text" value="Adobe Photoshop"/>
Learning Event Type	<input type="text" value="Class"/>
Training Sponsor	<input type="text" value="ABC Training"/>
Start Date	<input type="text" value="6/2/2014"/> 
Completed Date	<input type="text" value="6/2/2014"/> 
Progress Status	<input checked="" type="radio"/> Completed <input type="radio"/> Started
Cost	<input type="text" value="50.00"/>
Score	<input type="text"/>
Duration in Hours	<input type="text" value="7"/>
Credit Type	<input type="text" value="(None Selected)"/>
Credit Hours	<input type="text"/>
Certification	<input type="radio"/> Yes <input checked="" type="radio"/> No
Training Details	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">Basic Adobe Photoshop class.</div>
Attachment	Upload
Verified	<input checked="" type="radio"/> Yes <input type="radio"/> No



Administrators have the option to verify if the training is an approved training and will go onto the user's regular transcript versus showing as a self reported learning event. Select **Yes** if it is an approved training event.

iLearnOregon
Add Self Reported Learning & Certifications

9. You will see the learning event added.



My Tools Billing Tools Admin Tools Reporting Logoff

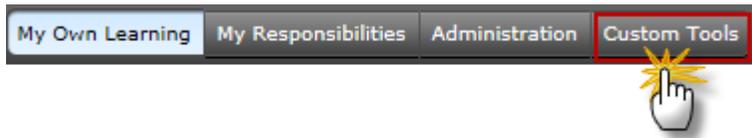
Below is a list of your self reported learning items. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

[Add New Learning Event](#)

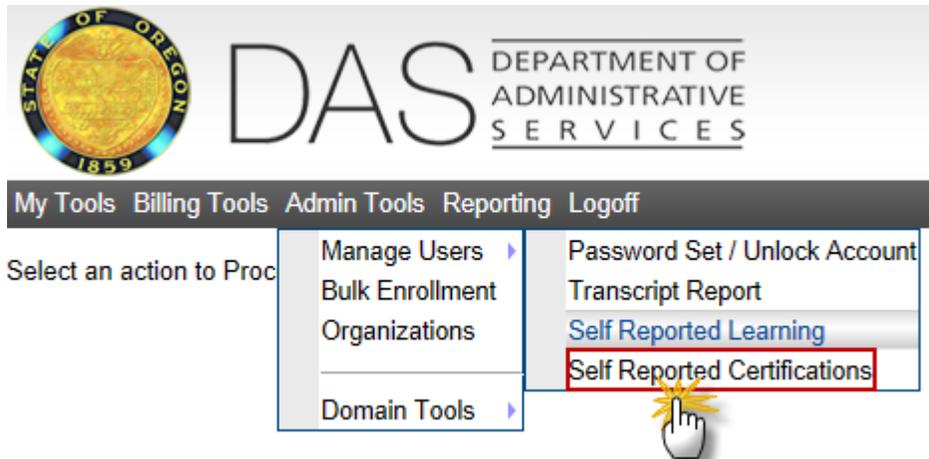
Title	Type	Training Sponsor		
Adobe Photoshop for Beginners	Class	ABC Training		

iLearnOregon Add Self Reported Learning & Certifications

10. On the top menu bar click on the *Custom Tools* button.



11. Select *Admin Tools, Manage Users, Self Reported Certifications*.



12. Next to Selected Users, select Search Users to find the person you want to add a self reported learning event for.



Selected Users:



iLearnOregon

Add Self Reported Learning & Certifications

13. Enter the user's last name and select **Search**. A list of users with the last name will display.


DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Last Name: Search

First Name:

Roles:

Search in all Domains Include Inactive Users
 Search in Organization

14. Next the user you want to add a learning event for, click the **green plus sign** to add their name and then select **Close** to exit out of the window.


DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

Last Name: Search

First Name:

Roles:

Search in all Domains Include Inactive Users
 Search in Organization

Last Name	First Name	Mi.	Empl. ID	Job Title	Agency	Organization Title
Meng	Brandy	L			DAS	CHRO Administration

Close

15. Click on the **magnifying glass**.

[My Tools](#) [Billing Tools](#) [Admin Tools](#) [Reporting](#) [Logoff](#)

Search for users using the respective search button. Searching may be repeated as often as needed.

Selected Users: Search Users

Last Name	First Name	Mi.	Employee ID	Job Title	Agency	Organization Title
Meng	Brandy	L			DAS	CHRO Administration

16. You can add, delete, edit, or view any of the users self reported certifications. To add a new self reported certification, select **Add New Certification**.



DAS DEPARTMENT OF ADMINISTRATIVE SERVICES



My Tools Billing Tools Admin Tools Reporting Logoff

Below is a list of your self reported certifications. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

Add New Certification



iLearnOregon Add Self Reported Learning & Certifications

17. Complete the following information for the certification and then select **Save** and then **Close**.

Enter new or change existing information for Meng, Brandy L self reported certification.

Certification Type	<input type="text" value="Certified Dental Assistant (CDA)"/>
Date Certified	<input type="text" value="4/24/2014"/> 
Date Expires	<input type="text" value="4/24/2015"/> 
Certifying Group	<input type="text" value="Board of Dentistry"/>
Cost	<input type="text" value="100.00"/>
Certification Number	<input type="text" value="1212"/>
Completed Hours	<input type="text" value="40"/>
Required Hours	<input type="text" value="40"/>
Time Period (in months)	<input type="text" value="1"/>

Certification Details

Attachment
Verified

[Upload](#)

Yes No



Administrators have the option to verify if the certification is an approved certification and will go onto the user's regular transcript versus showing as a self reported certification. Select **Yes** if it is an approved certification.

iLearnOregon
Add Self Reported Learning & Certifications

18. You will see the certification added.



DAS DEPARTMENT OF ADMINISTRATIVE SERVICES



My Tools Billing Tools Admin Tools Reporting Logoff

Below is a list of your self reported certifications. You can add new items, or use the X button to delete an item, or the magnifying glass button to view or edit an item.

Add New Certification

Certification	Certification Date	Expiration Date		
Certificate of Public Management (CPM)	3/19/2009 12:00:00 AM			
Certified Dental Assistant (CDA)	4/24/2014 12:00:00 AM	4/24/2015 12:00:00 AM		
DAS - Oregon Project Management Associate (OPMA)	2/1/2008 12:00:00 AM			