

ILEARNOREGON COURSE REGISTRATION & ONLINE PAYMENT

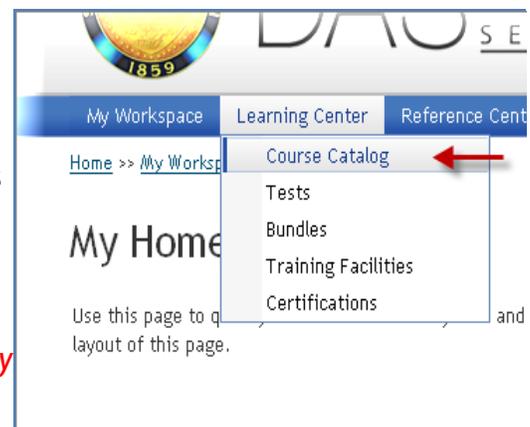
Registering for a Course

To register for a course in iLearnOregon, complete the following steps:

1. In your web browser type in the following URL: <https://ilearn.oregon.gov>.
2. Enter your iLearnOregon login ID and password, and then select **Log In**.

3. From the menu at the top of the screen, select **Learning Center – Course Catalog**.
4. On the course catalog page, type in text in the search field or leave it blank and then select **Search**. The search results will display.

Edit search instructions, will Lorrie be sending URL to specific courses? If so, they will logon and then the course will automatically be displayed, no search necessary



NOTE: You can search for a course by doing a simple or advanced search. A simple search allows you to type in any text. If you want to do a more refined search, then select the Advanced search function. Under the Advanced search, you can search by category of training.

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5. To select a course, click on the **Class Title**.

The screenshot shows the 'Course Catalog' search results. At the top, there is a search bar with 'Domestic' entered and a 'Search' button. Below the search bar, there are links for 'Advanced Search', 'Calendar View', and 'Print Version'. The results section shows 'Records found: 18'. A table lists the search results with columns for 'Title', 'Delivery Method', and 'Rating'. The first result is 'DAS - Domestic Violence in the Workplace' with a rating of five stars and a 'Classroom' delivery method. A mouse cursor is pointing at the title of this first result.

Title	Delivery Method	Rating
DAS - Domestic Violence in the Workplace violence deterence	Classroom	☆☆☆☆☆
DAS - HRSD - Domestic Violence, Sexual Assault, and Stalking	Online	☆☆☆☆☆

The course information page provides details about the course (i.e. prerequisites, learning objectives and more). The class schedule appears at the bottom of the page under Sections. To register for a section, click on the **Section Title**. To see more detailed information about the section event (i.e. fee, instructor, location, etc), click on the information  icon.

The screenshot shows the course details page for 'DAS - Domestic Violence in the Workplace'. It includes a 'Return' button, a 'Manage' button, a 'Required Training' link, and a 'Save Shortcut' link. The course information is displayed as follows:

- DAS - Domestic Violence in the Workplace**
- No Rating Available
- Course Provider : DAS - HRSD
- Locale : English (United States)
- Duration (Hours) : None
- Credit(s) : None

The course type is 'Classroom'. Below this, there is a red warning message: 'You must enroll in this item if you want to access it.' The 'Sections' section lists current sections for this classroom course. A table shows the following section:

Title	Dates	Enrollment	Section Status	Section Format
DAS - Domestic Violence in the Workplace	5/18/2012 8:30 AM - 5/18/2012 11:30 AM	Not Enrolled		In-Person

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6. From the Enrollment page, select **Enroll**.

The screenshot shows a course card for 'DAS - Domestic Violence in the Workplace'. The card includes a book icon, the course title, and the type 'Classroom'. Below the card, there is a detailed view of the course section. The section title is 'DAS - Domestic Violence in the Workplace'. The section number is 2, and the section code is blank. The section dates are 5/18/2012 8:30 AM - 5/18/2012 11:30 AM. The section format is 'In-Person'. The section status is 'Not Enrolled' and 'Open'. There is a 'View Schedule' link. A yellow 'Enroll' button is highlighted with a mouse cursor. Below the button, a red message states: 'You must enroll in this item if you want to access it.' At the bottom, there is a table with columns for Title, Date/Time, Recurrence, Days, Location, and Instructor.

Title	Date/Time	Recurrence	Days	Location	Instructor
DAS - Domestic Violence in the Workplace	5/18/2012 8:30 AM -	No Recurrence		Section Format: In-Person	

After selecting enroll, you will proceed to the registration payment screen.

Select