

ILEARNOREGON

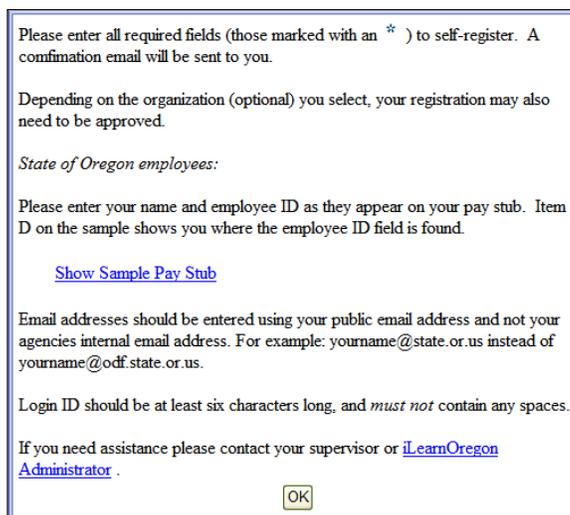
HOW TO CREATE A NEW ACCOUNT FOR NON-STATE EMPLOYEES

This job aid walks you through the steps for creating an account in iLearnOregon for **non-state ODOT partners**. This will allow you to access ODOT training events as well as other trainings offered by other state agencies.

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. From the iLearnOregon login page, select [Create New Account](#) near upper right of the screen.



3. A pop-up window will display directing you to enter all required fields (those marked with an *) and that a confirmation email will be sent to you. Your Login ID should be at least six characters long, and must not contain any spaces. Click OK to continue to the User Information screen.

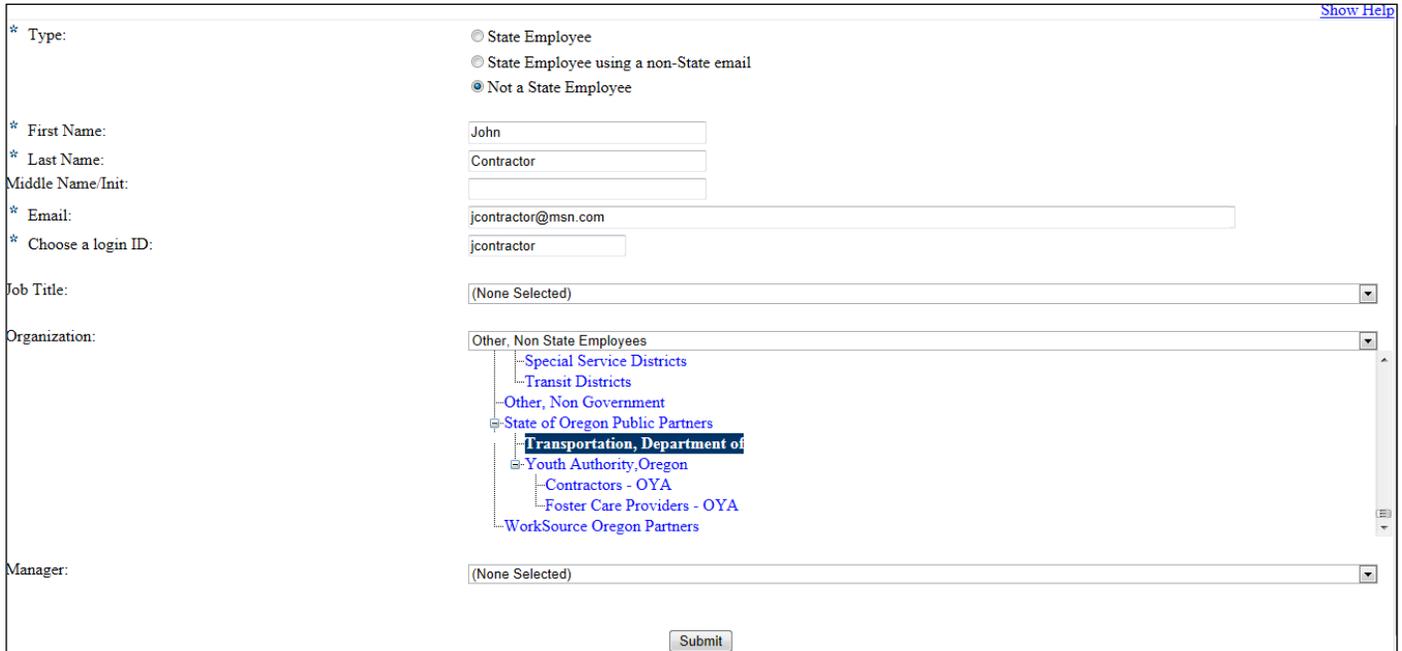


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- From the User Registration screen select **Not a State Employee**.

Fix screen shot



The screenshot shows a web form for creating a new account. The form includes the following fields and options:

- Type:** Radio buttons for "State Employee", "State Employee using a non-State email", and "Not a State Employee" (selected).
- * First Name:** Text input field containing "John".
- * Last Name:** Text input field containing "Contractor".
- Middle Name/Init:** Text input field.
- * Email:** Text input field containing "jcontractor@msn.com".
- * Choose a login ID:** Text input field containing "jcontractor".
- Job Title:** Drop-down menu with "(None Selected)".
- Organization:** Drop-down menu with a tree view showing "Other, Non State Employees" expanded, with "Transportation, Department of" selected.
- Manager:** Drop-down menu with "(None Selected)".
- Submit:** Button at the bottom center.
- Show Help:** Link in the top right corner.

- Complete the following information to create an account.
 - Enter your **full first and last name**.
 - Enter your **email address** where you would like training notification emails to be sent.
 - Enter text for your **login ID**. Your login must be at least 6 characters and cannot contain spaces or special characters such as /, @, or &.
 - For Job Title, leave it as **(None Selected)**. The job titles in the drop down list come from the State's database and only apply to state employees.
 - For Organization, select **Other, Non State Employees – State of Oregon Public Partners – Transportation, Department of** from the drop down list. (State of Oregon Public Partners appears near the bottom of the list.)
 - For Manager, leave it as **(None Selected)**.
- 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.