DD Partner Instructions for:

- **Brokerages**

- **Community Developmental Disability Programs**

- **Service Providers**

Contents

iLearnOregon (iLearn) is the new training site replacing the Department of Human Services (DHS) Learning Center in 2016. This guide provides information for Developmental Disabilities (DD) Partners who access trainings through the DHS Office of Developmental Disabilities Services. This includes staff at Brokerages and Community Developmental Disability Programs (CDDP) and Service Providers.

Website: https://ilearn.oregon.gov/

First-time Login Instructions

If you used the Learning Center before 6/24/2016, a user account has been created for you in iLearn. For example, you may have previously used the Learning Center to register for the SC/PA conference. If this is the case, your Login ID for iLearn will be the same one you used in the Learning Center. The first time you log in to iLearn, use the temporary password "temp1234" and then set up your permanent password.

If you have not used these systems, you can create an account on the iLearn homepage by clicking on "Create Account" in the upper right-hand corner of the website. Go to page 9 for further instructions on creating a new account

Use the table below for more information on getting started in iLearn. If you have more than one account, email dhs.training@state.or.us to have them combined.

Type of user	iLearn Login	iLearn Password
If you used the Learning Center before 6/24/2016.	Use your Learning Center login.	temp1234 (all lowercase)
If you created a Learning Center account after 6/24/2016.	You will need to create a new account in iLearn.	You will need to create a new account in iLearn.
If you don't have a Learning Center account.	You will need to create a new account in iLearn.	You will need to create a new account in iLearn.
If you've used iLearn before.	Use your iLearn login ID.	Use your iLearnOregon password.

NOTE: Learning Center training records will move to iLearn in November of 2016.

Update your iLearnOregon Account

Once you've logged in to iLearn, follow these instructions to update your account.
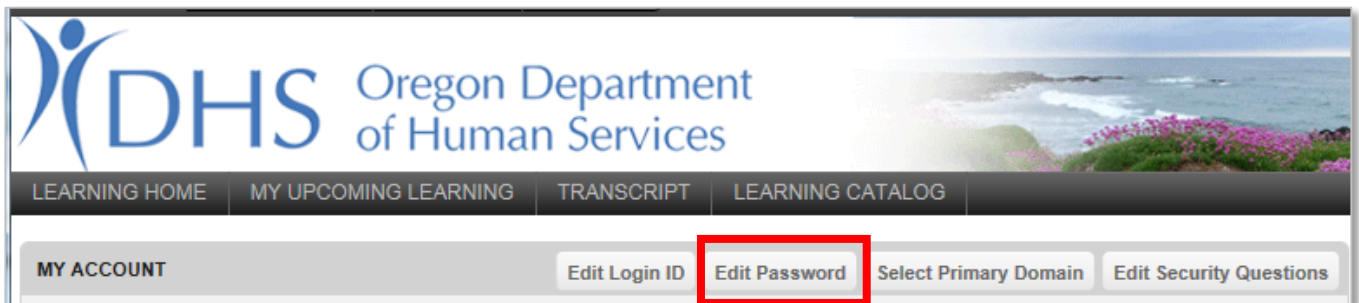
Open Your Account Page

1. Follow this link to access iLearn https://ilearn.oregon.gov and log in.

2. On your Learning Home page, click on **My Account**. It's under your name on the upper right of the screen.
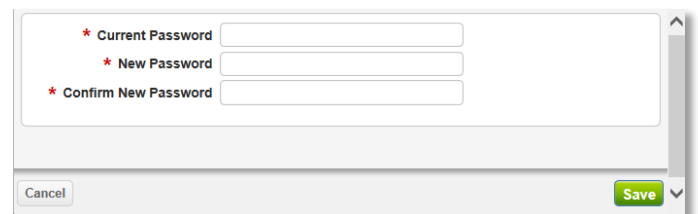

Password change

3. Follow these steps to change your password.
    NOTE: You'll be asked to change your password the first time you log in.

4. Click on **Edit Password**

5. In the new window, enter your current password. Then enter your new password and click the **Save** button.

Update Name and Email Address

1. On the **User Information** box from the My Account page, click the **Edit** button.

2. In the new screen, update your **First** and **Last** name.

    NOTE: This is how your name appears on training records, sign-in sheets and certificates.

3. Update your **Email Address** and click the **Save** button.

Turn on Messages

iLearn can send you training messages. Examples:

- When you've signed up for a training
- Training is cancelled or the location has changed
- An instructor needs to email you
- You were on a waitlist and are now registered

NOTE: You need to turn on email messages and enter an email address in your profile.

1. On the **Preferences** box from the My Account page, click the **Edit** button.

2. In the new screen, **check** the box next to **Send messages to my email address (as shown in my profile)** and click the **Save** button.
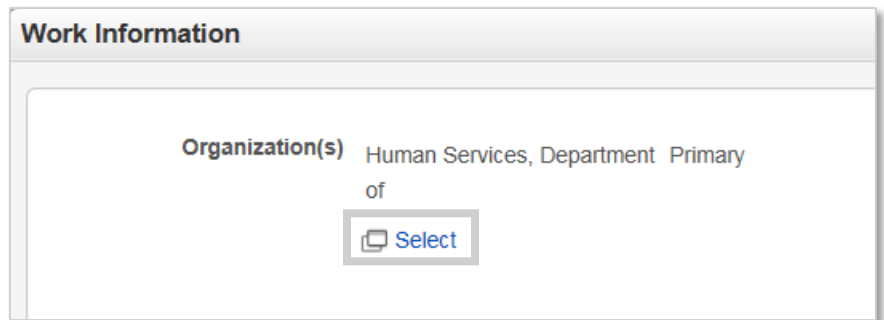
Update Work Information

Make sure you have access to training offered by the Department of Human Services. Update your **Work Information**.
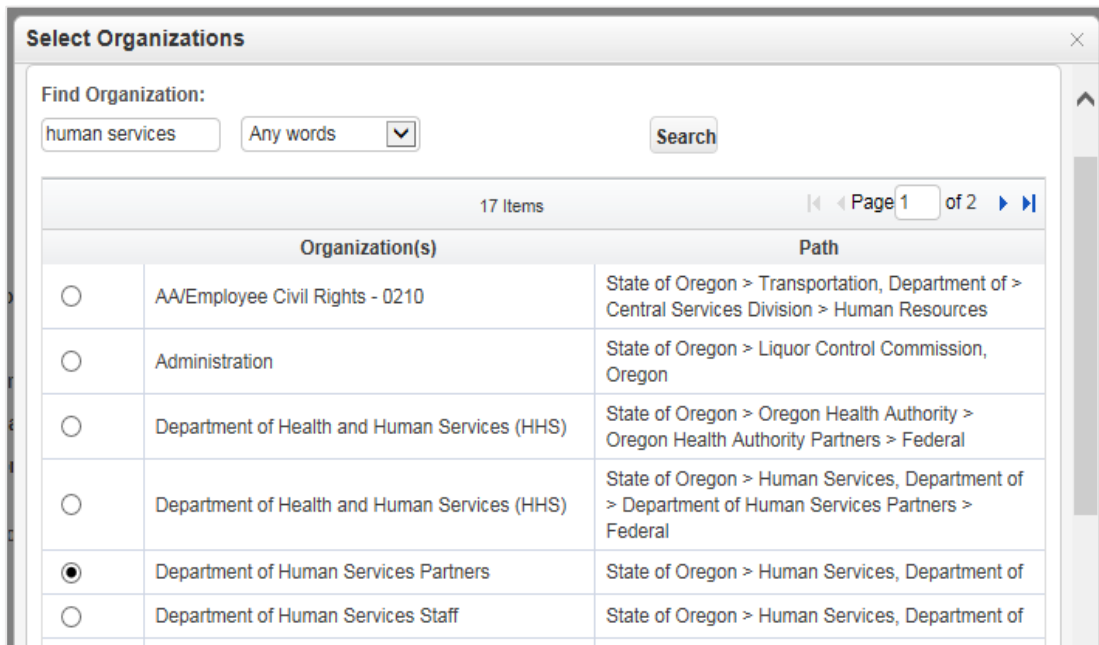
1. On the ***Work Information*** box from the My Account page, click the ***Edit*** button.

   Edit

   Work Information

2. In the new screen, Click on ***Select*** under **Organization**.

   Organization(s) Human Services, Department Primary of

   📋 Select

3. In the new screen, type ***Human Services*** in the **Find Organization** box and click the ***Search*** button. Select ***Department of Human Services Partners*** and click **Save**.

   Select Organizations   ×

   Find Organization:

   | human services | Any words ▾ | | Search |

   17 Items |◀ ◀ Page 1 of 2 ▶ ▶|

	Organization(s)	Path
○	AA/Employee Civil Rights - 0210	State of Oregon > Transportation, Department of > Central Services Division > Human Resources
○	Administration	State of Oregon > Liquor Control Commission, Oregon
○	Department of Health and Human Services (HHS)	State of Oregon > Oregon Health Authority > Oregon Health Authority Partners > Federal
○	Department of Health and Human Services (HHS)	State of Oregon > Human Services, Department of > Department of Human Services Partners > Federal
●	Department of Human Services Partners	State of Oregon > Human Services, Department of
○	Department of Human Services Staff	State of Oregon > Human Services, Department of

4. You will now be back in the **Work Information** box**.** Click ***Save*** again.   **Save**

NOTE: The rest of the **Work Information** section is optional. If you fill out Company, Company Address etc., make sure you update it if you change jobs.

**Do not enter your Manager's name; this is for State employees only.**

Set Password Questions

If you forget your iLearn password, you can reset it on the login page by clicking *Forgot your password?*

iLearn will ask you to answer your security questions. Be sure to set the security questions the first time you log in. If you forget your username or password, you can also contact the Service Desk at 503-945-5623 or dhs.servicedesk@state.or.us.

1. Log into iLearn.

2. On your homepage, click on ***My Account.*** It's under your name on the upper right of the screen.

3. Click on ***Edit Security Questions***.
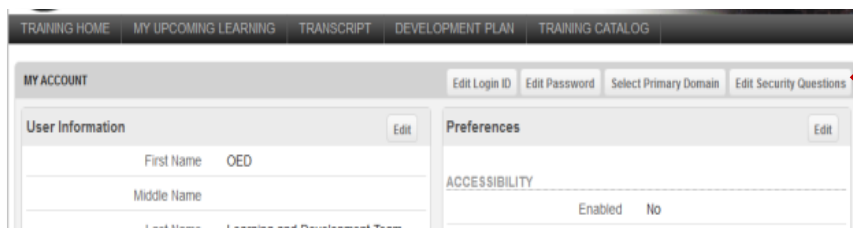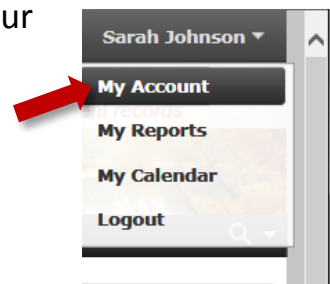
4. For each of the drop downs, choose one **Question** to answer. Type the answer to each question in the matching answer box. When you're finished, click ***Save.***
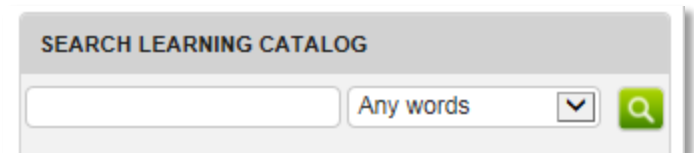
Search the Learning Catalog

You can search for courses in iLearn from (1) the search box on your **Learning Home** homepage or (2) the Browse Learning Catalog search box on the **Learning Catalog** menu.

1. From either tab, use the search box to enter the course name, course number or keyword and click the *Search* button.

   - Using *All Words* makes it easier to find what you need.

2. This will bring up a list of all content in iLearn that matches your search. Click any item to find out more information and register.

NOTE: Classes offered by the Department of Human Services all begin with **DHS**. All ODDS courses should follow the title convention: ***DHS – DD – Course Name***. Searching for the exact phrase keyword "DHS – DD" will yield all of the courses offered by ODDS.

DD Course examples

Below are two examples of DD trainings that are available for partners.

1. DD QA Case Management Services Training

To find in-person classroom style Quality Assurance case management trainings for Services Coordinators and Personal Agents, search for keyword, "I/DD".

2. DD Core Competency Online Training Modules

To find online eLearning Core Competency training modules for Services Coordinators and Personal Agents, search for keyword "SC/PA". There are additional Core Competency modules designed for Direct Service Providers. Search for these using keyword, "DSP".

How to create a new account

1. Go to the iLearn website: https://ilearn.oregon.gov
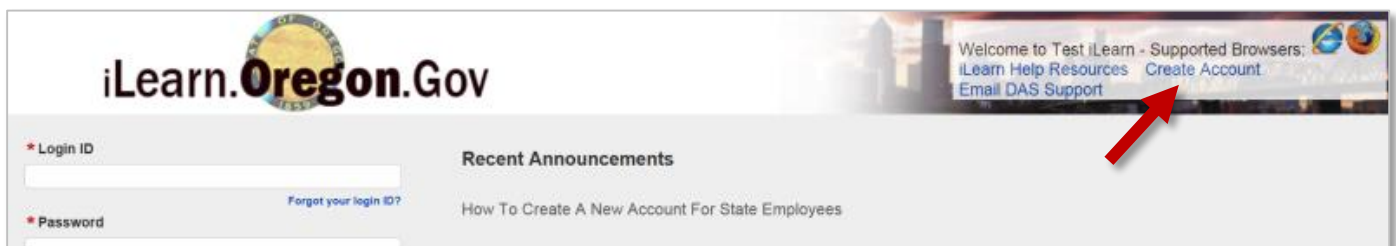
2. On the iLearn login page, click **Create New Account.** This will take you to the User Information page.

Complete the User Information page using the information below.

Type:	Not a State Employee
First Name:	Your first name
Last Name:	Your last name
Email:	Your e-mail address (each email account can only be used for one account in iLearn)
Login ID:	Choose a Login ID… it must be a least 6 characters and cannot contain spaces or characters such as /, @, or &.
Job Title:	***Leave blank***
Organization:	Select **Human Services, Department of**

Another drop-down menu will appear for Partners. Select your partner organization; choose **Department of Human Services Partners.**

Manager:	***Leave blank***

3. Click the green **Submit** button. You have created a new account. You will receive an email with a temporary password. The temporary password in this email is only valid for 24 hours. Please log in and update your password promptly.

Congratulations on getting started with iLearn!

For password resets or help retrieving your Login ID, contact the **DHS Service Desk** at 503-945-5623 or dhs.servicedesk@state.or.us.

For further assistance using the iLearn system, please email dhs.training@state.or.us.