

iLearnOregon Create a New Account

To create a new account, complete the following steps:

1. In your web browser type in the following URL <https://ilearn.oregon.gov>.
2. On the top right click on **Create Account**.
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.
6. Enter text for your **Login ID**. Your login must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.
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.
8. For Organization, select the **drop down** menu and select **Other, Non State Employees**.
9. For manager, leave it on **(None Selected)**.

* Type:

State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name:

* Last Name:

Middle Name/Init:

* Email:

* Choose a login ID:

Job Title:

Organization:

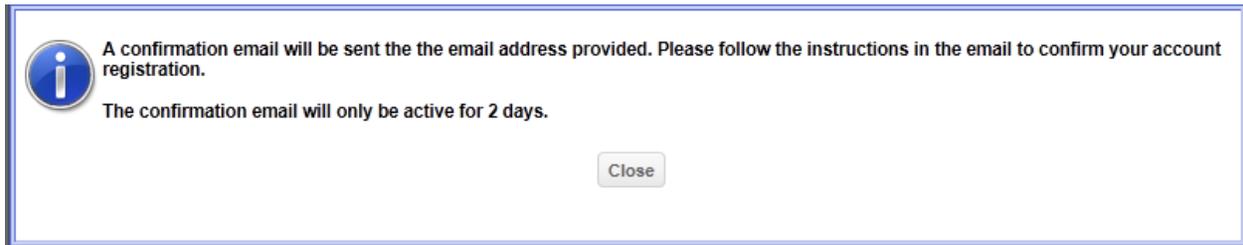
- [-] Other, Non State Employees
 - [-] City Government (Partners)
 - City of Eugene
 - [-] City Government
 - Adair Village
 - Adams
 - Adrian

Manager:



iLearnOregon
Create a New Account

10. Click **Submit**. A confirmation window will appear.



11. Check your email and confirm your account.

You will then receive two emails (one with your login ID and another with your password).