



## OREGON OFFICE OF STATE FIRE MARSHAL

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*Protecting citizens, their property, and the environment from fire and hazardous materials.*

# iLearnOregon New User Guide

2009

*Office of State Fire Marshal  
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## SECTION 1: GETTING STARTED IN ILEARNOREGON

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### A. INTRODUCTION

iLearnOregon is a learning and knowledge management system that allows users to take courses, surveys, tests, manage personal information, collaborate with others and much more. Below is information about elements that display on every page in the system and explanations for key areas in the system.

### B. GETTING STARTED IN ILEARNOREGON

- Enable the pop ups for this system in your browser. Go to 'Tools' and choose 'Pop Up Blocker' from the menu. Enable pop ups.
- *The system is SLOW! Don't click more than once*
- *Don't use the Back button on your browser while in the system.*
- 'Site Help' and click 'System Overview' in the upper right hand corner.
- Click the  in the upper right hand corner of each page.

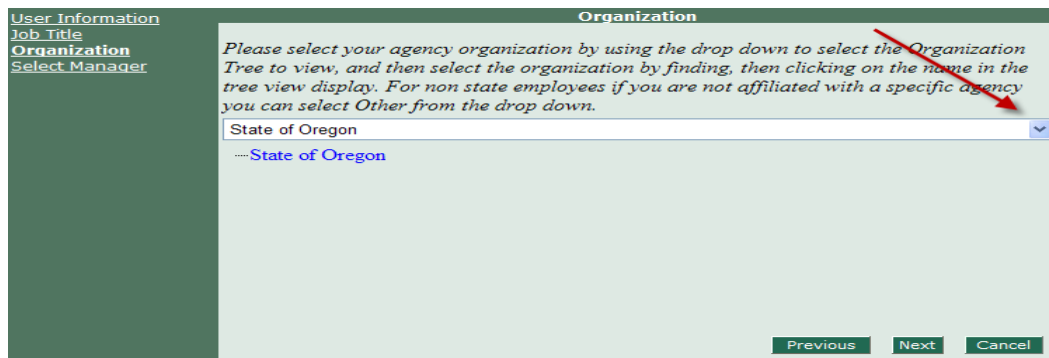
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## SECTION 2: SELF REGISTRATION

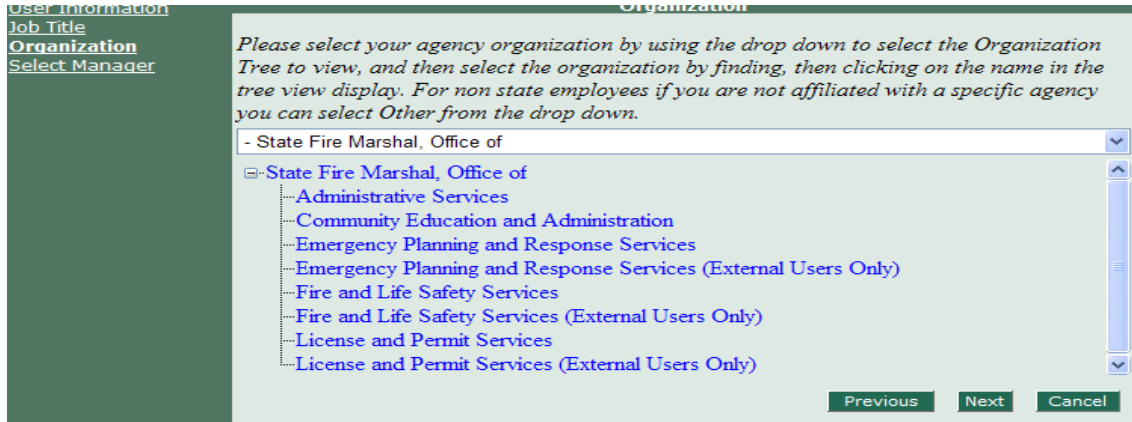
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### A. CREATE A NEW ACCOUNT

1. Go to <https://ilearn.oregon.gov> on the internet.
2. Click "Create New Account" at the bottom of the login page.
3. User Information Page:
  - a. Select 'Not a State Employee'
  - b. Type in your first and last name
  - c. Type in your email address: Note: you **must have your own unique email** address (can not be a general department one with multiple users)
  - d. Type a **login ID** (something you will remember; hint *write it down!*), it must be at least 6 characters and cannot contain spaces or characters such as /, @, or &.. Click 'Next'
4. Job Title page: Non State employees DO NOT need to fill in the page: 'Next'
5. **Organization Page (critical to do this correctly).**
  - a. State of Oregon, click on the blue drop down menu



- b. Scroll all the way to the bottom of the page and locate ‘**State Fire Marshal, Office Of**’ select it.



- c. Select your unit (e.g.: if you are taking a course or test through fire and life safety; select Fire and Life Safety, External User Only), then click ‘**Next**’
6. Manager Page: Non State employees DO NOT need to fill in this section. Select ‘**Finish**’
7. A confirmation email will be automatically sent to you, it will contain a temporary password to log into iLearnOregon.
  - Copy your temporary password (make sure there are no spaces).
  - Go back to <https://ilearn.oregon.gov>
  - Type in your Login ID
  - Paste or type in our temporary password (If you type your temporary password, make sure you do NOT have Caps Lock on, but do include caps if there are some in your temporary password.). If you copy your temporary password, make sure you do not copy spaces, the system will think they are characters and will not be able to read it)
  - Create a new password (make sure you use something you can remember).
    - Paste or type in your temporary password
    - Type in your new password twice
    - **Congratulations: you are now logged in to your account.** You will automatically be taken to My Workspace

## B. CHANGE YOUR PROFILE:

1. On the left hand side under My Workspace click on the + sign next to My Account
2. Click on Edit Profile
3. **Under Contacts:** make sure all your current information is entered, Click **SAVE** at the bottom of the page
4. Under Manager: your manager will not be in the system, this is only for State employees
5. Under Organization (this one is slow, so be patient while it comes up). If you did this correctly when you were logging in, you will not need to do anything here.

6. Under Job Title: If you don't find your job title, don't worry about it, this is mainly for State employees
7. **Under Professional:** enter your department's information, Click **SAVE** at the bottom of the page.

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### **SECTION 3: SIGNING UP FOR A COURSE OR TEST**

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#### **A. REGISTER FOR A COURSE OR TEST**

1. Click on Learning Center (bottom left)
  - o Click on Course catalog or Test (depending on what you want to take)
  - o Type in OSFM in the search field
  - o Click Search
2. If the course or test is underlined you can click on it and take it.
3. If the course of test is not underlined, you will have to request access to take the course/test
4. If there is a + sign next the course name, click on it and you will see more details.
  - o Look at the Action (it should say "request access") Click GO
  - o You will receive an automatic email that states you have requested access.
    - When the system administrator gives you access, you will receive another email stating you have been approved or denied access with a reason.
    - If you are approved you may log back into the system and repeat steps 1 -2
4. When you're done in iLearn, always LOGOUT (upper right of screen).

#### **B. TAKING A TEST**

- The person who is logged in should be the person taking the test
  - Take the test once per person. Do not share answers.
1. Click on the underlined OSFM – Section – Title (if the course/test is not underlined, it is not available, request access to the course/test by clicking on GO or contact your unit administrator.
  2. Another screen will pop up, click on the underline title of the online course or test.
  3. Make the screen bigger, click on the top right hand corner to enlarge it.
  4. After the test is completed, click Submit and the score will automatically generate.
  5. To exit out of the test click on the door with the arrow in the upper right hand corner
  6. Contact iLearn Administrator: Anita Horsley in order to receive a certificate.  
Email: [anita.horsley@state.or.us](mailto:anita.horsley@state.or.us) Phone: 503-934-8249

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## SECTION 4: TROUBLE SHOOTING AND HELP


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The system will automatically generate e-mails to you regarding your training assignments, class enrolment and cancellations. There is no need to respond to these e-mails. They are informational only.

**Be aware the system is SLOW!** When maneuvering in the system only click **once** then wait; you should be able to see the green scroll at the bottom of the page. If you click multiple times it will slow the system even further or you will get an error page.

**Don't use the Back button** on your browser while in the system. To go back a step use the "bread crumb" trail at the top of the page, (i.e.: Home >>My Workspace>>My Account>>) or the Return button at the bottom of some functions.

### **For Help:**

1. Brief descriptions of all areas and the items within them, go to: 'Site Help' and click 'System Overview' in the upper right hand corner.
2. For a detailed description of a particular page, click on the  in the upper right hand corner of each page.
3. If you need help logging in or for further assistance call your unit system administrator.