

ONGOING CAREGIVER

Live Online TRAINING OPPORTUNITIES—2021

Registration for Ongoing Courses Occurs in iLearn

Create an iLearn Account for each individual who seeks to participate in training.

If you are planning on participating in training with another person from one device, please each register for the course.

HOW TO REGISTER FOR THE COURSE?

Follow the **red *** and **arrows** in the image to create your account.

Registration occurs in iLearnOregon at <https://ilearn.oregon.gov>

1. You must create an iLearnOregon account in order to search and register for trainings. Please see the image to the right on how to create your iLearn account.

You must select 'Human Services, Department of' as the Organization in order to view any of our trainings.

2. Click on the Course Title hyperlink in this flyer — you will be redirected to iLearn to login; upon successful login you will be directed to the course. The result will resemble:

ODHS – CW – Ongoing Training – Course Name

3. Select the session date/time you wish to register for. Click Enroll in the session date you wish to register for.

An automated confirmation email from iLearn will be sent to you if you are enrolled in the course or waitlisted. You will receive notifications one week and a day prior to the training if you are enrolled. Add the appointment to your personal calendar.

The direct class link will be found in the "Generic" link in the confirmation email.

The screenshot shows the iLearn.Oregon.Gov registration form. Red arrows point to the following elements:

- The "Type:" radio button for "Not a State Employee".
- The "Organization:" dropdown menu, which is expanded to show "Human Services, Department of" selected.
- The "Submit" button at the bottom right.

Other visible fields include: First Name (Chester), Last Name (Tester), Email (myemail@mydomain.com), Choose a login ID (chestertester), Job Title (None Selected), and Manager (None Selected).

Dear iLearn User Name,

You enrolled in ODHS - CW - Ongoing Training - Talking about Race and Culture with Young Children on 6/8/2021 - 6/8/2021.

Here are the course details:

6/8/2021 1-3pm

Event Title: 6/8/2021 1-3pm

First Occurrence: 6/8/2021 01:00 PM-6/8/2021 03:00 PM PST

Event Format: Virtual

Generic: <https://www.zoomgov.com/j/160345433?pwd=N3l1flh0uof>

Instructors: Instructor Name