
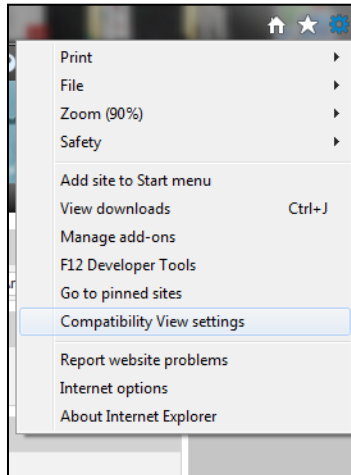


iLearn Oregon – CVSSD Grantee New User Guide

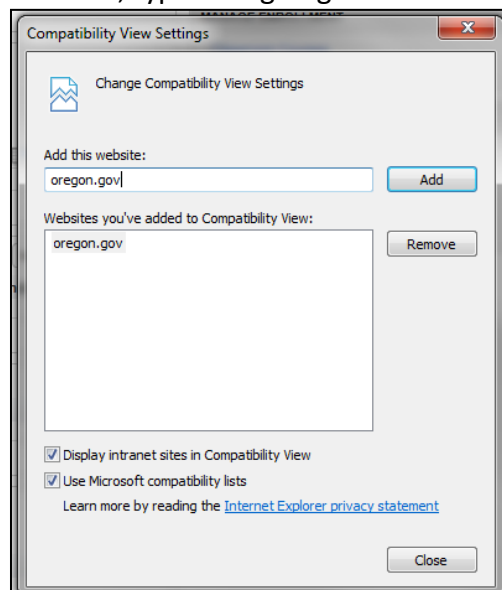
The purpose of this guide is to assist grantees of Oregon DOJ Crime Victim and Survivor Service Division with the initial setup of their iLearn accounts.

Steps to Create a New iLearn Oregon Account for CVSSD Grantees

1. Open **Internet Explorer**.
2. Click on the “Compatibility View settings” under the gear symbol ()



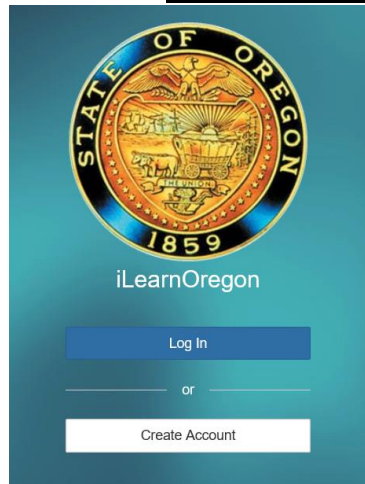
3. You will open the following box and ensure “Oregon.gov” is in the “Websites you’ve added to Compatibility View:” list. If not, type “Oregon.gov” in the “Add” box and click “Add”.



4. Once you add this, close and reopen your browser.
5. Open iLearn.
 - a. Type the following address in your web browser. <https://ilearn.oregon.gov>
6. Create Account

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- a. In the bottom middle of the screen click **Create Account**.



- i. This will open the User Registration page where you can input the information for your account.

7. Fill out the User Registration as follows:

a. Type

- i. Select “Not a State Employee”.

* Type:	<input type="radio"/> State Employee <input type="radio"/> State Employee using a non-State email <input checked="" type="radio"/> Not a State Employee
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b. First and Last Name

- i. Complete using the same information you will use on your grant reports.
Usually this is your full first and last name.

* First Name:	<input type="text" value="John"/>
* Last Name:	<input type="text" value="Doe"/>

c. Email

- i. Enter your work email address in this field.

* Email:	<input type="text" value="John.Doe@co.county.or.us"/>
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d. Choose a Login ID

- i. Your login must be at least 6 characters and cannot contain spaces or special characters. *Save this in your records.

* Choose a login ID:	<input type="text" value="LoginID123"/>
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e. Job Title

- i. Leave this field blank.

Job Title:	<input type="text" value="(None Selected)"/>
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f. Organization

- i. Using the drop down menu select **Justice, Department of**
 1. This will generate an organizational tree for the Department of Justice which will allow you to select the appropriate Division.
 2. Scroll down until you reach **Crime Victims Services Division**, click the expand sign (+) on the left to expand the organization.

Organization:

- Justice, Department of

- Crime Victims Services Division
 - Administration
 - Compensation
 - Revenue
 - Victims Response Section
 - Child Abuse Intervention Centers (CAIC)
 - Director
 - Interviewer

g. Manager

- i. Leave this field blank.

h. Submit your Registration

- i. Click the “Submit” button.

Example of completed User Registration

* Type: State Employee
 State Employee using a non-State email
 Not a State Employee

* First Name: Jane

* Last Name: Doe

Middle Name/Init:

* Email: jane.doe@co.county.or.us

* Choose a login ID: LoginID123 x

Job Title: (None Selected)

Organization: - Justice, Department of

- Civil Recovery
 - Eugene
 - Portland
 - Salem
- Financial Fraud/Consumer Protection
 - Medicaid Fraud Control Unit
- Crime Victims Services Division
 - Administration

Manager: (None Selected)

Submit

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8. Activate Account

- a. You will receive a confirmation email to validate the authenticity of your email address and complete the activation of your account. Click the link provided to finalize the process.
- b. Once complete, you will receive your new user name and password.
- c. If you do not receive the email to activate your account within 15minutes, contact iLearn Admin at DOJiLearnAdmin@doj.state.or.us

9. Login

- a. You will immediately be prompted to update your temporary password
- b. Once completed, notify iLearn Admin and new hire training will be assigned based on your role.

10. Accessing Training

- a. Once logged in, you can search for CVSSD training by typing “CVSSD” into the “Search Catalog” box at the top of the screen.