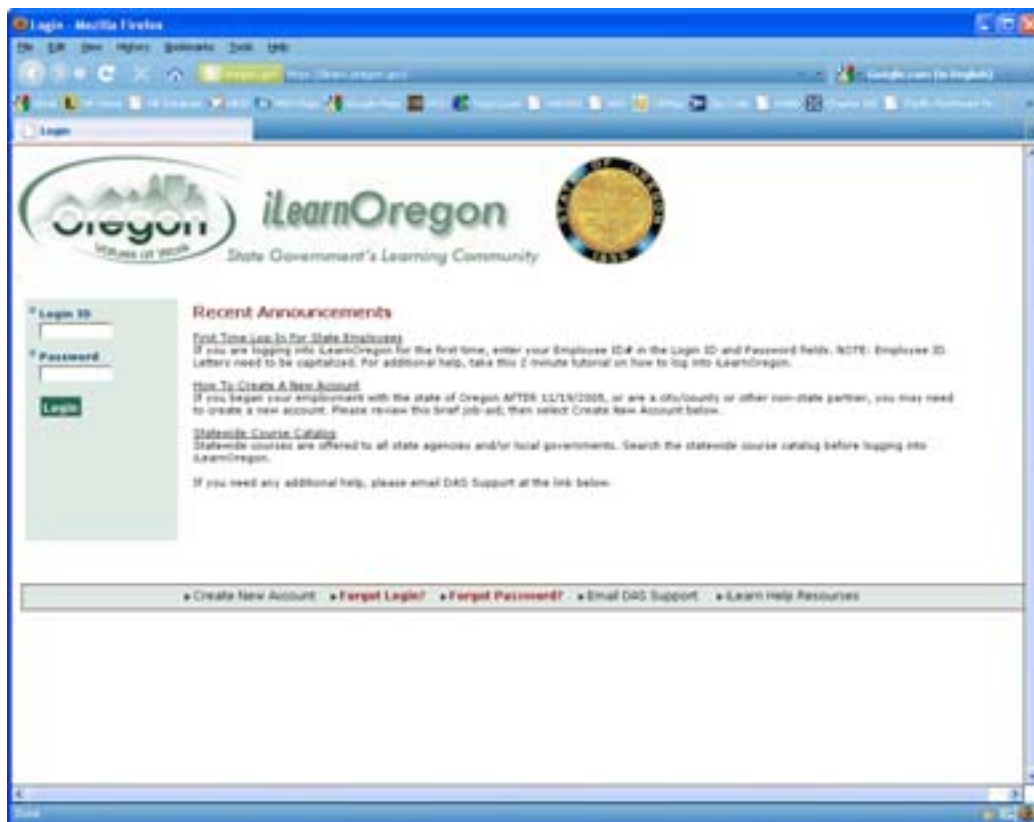


How to Enroll for a Course Using iLearn

- Go to <https://ilearn.oregon.gov>



- Login with an existing account or create a new account by clicking on "Create New Account"



- When logged in, click on "Learning Center" on the left-hand menu

The screenshot shows the iLearnOregon website interface. At the top, there is a navigation bar with the iLearnOregon logo, the text "State Government's Learning Community", and a search bar. Below this is a sub-header for the "Oregon Parks and Recreation Department". The main content area is titled "My Homepage" and contains several widgets: "Online Courses" (listing a course on trash handling), "Scheduled Training" (no records found), "Required Training" (listing a course on heritage and historic preservation), "Announcements" (listing a notice about new employees), "My Shortcuts" (no records found), and "Documents" (no records found). On the left side, there is a vertical menu with items: "iLearnOregon Help Center", "My Workspace", "Learning Center" (highlighted with a red circle), "Reference Center", "Collaboration Center", and "Administration".

- Next, click on "Course Catalog"

This screenshot is similar to the first one, showing the iLearnOregon website. The left-hand menu is expanded, and the "Course Catalog" item is highlighted with a red circle. The main content area remains the same "My Homepage" dashboard with the same widgets as in the previous screenshot.

- On the Course Catalog page, search for the course you want by typing in the name of the course (e.g. National Register Primer) in the "Search Text" field and click the Search button.

The screenshot shows the iLearnOregon website interface. At the top, there is a navigation bar with the iLearnOregon logo and the text "State Government's Learning Community". On the right side of the top bar, there are links for "Site Help", "Site Map", and "Logout", along with a search input field containing "Enter Search Text..." and a "Go" button. Below the top bar, the "Oregon Parks and Recreation Department" logo is visible. The main content area is titled "Course Catalog" and includes a search section with a "Search Text" field containing "National Register Primer" and a "Search Type" dropdown menu set to "Any words". A red circle highlights these two fields. A "Search" button is located below the search fields.

- The search will return all those courses that contain the words "National," "Register" and "Primer."

The screenshot shows the search results page for the iLearnOregon website. The search criteria "National Register Primer" and "Any words" are visible at the top. Below the search criteria, a table of search results is displayed. The table has three columns: "Title", "Delivery Method", and "Action". The results are as follows:

	Title	Delivery Method	Action
1	BOLI - Oregon Leave Laws for State Agencies Join the BOLI expert to learn more about the various leave entitlements for state agency employees.	Classroom	View Sections [Go]
2	DAS - HRSD - iLearnOregon Quick Start Tutorial The purpose of this tutorial is to familiarize you with iLearnOregon and to provide you with info...	Online	Take Survey [Go]
3	DAS - HRSD - Visio XP/2003/2007 This Course is: For State and Local Government Employees (You must have your supervisor's Appro...	Classroom	View Sections [Go]
4	DAS - SCD OSPS - New Agency Payroll Staff This curriculum is: for State of Oregon employees who have recently started working in a state a...	Curriculum	Enroll [Go]
5	DAS - SCD OSPS - OSFA / LARS Leave Reports - 4 hrs. This course is: for State of Oregon employees who use the Leave Reports from the OSFA Leave Acco...	Classroom	View Sections [Go]
6	DAS - SCD OSPS - OSFA Payroll Registers - 4 hrs. The course is: for State of Oregon employees who work with the payroll registers produced by the...	Classroom	View Sections [Go]
7	DAS - SCD OSPS - Protected Leave in OSFA The course is: for state of Oregon employees who have access to and some experience entering the...	Classroom	View Sections [Go]

- Scroll down until you find the course you want to take.

		<i>The online course introduces participants to the concepts and principles of the National Response...</i>		
1	✓	FEMA - IS-702 a NIMS Public Information Systems <i>The National Incident Management System (NIMS) provides a consistent nationwide template to enable...</i>	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	FEMA - IS-703 a NIMS Resource Management <i>This online course introduces resource management as described in the National Incident Management...</i>	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	FEMA - IS-704 NIMS Communications & Information Management <i>This online course introduces you to the Communications and Information Management component of t...</i>	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	FEMA - IS-800 B National Response Framework <i>The online course introduces participants to the concepts and principles of the National Response...</i>	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	National Register: Evaluation and Nomination <i>Introductory courses to the National Register of Historic Places, preparing individual National R...</i>	Curriculum	Enroll <input type="button" value="Go"/>
1	✓	NR I - National Register Primer: Introduction to the National Register and How to Apply the National... <i>This course provides an introduction to the National Register of Historic Places program in Orego...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	NR II - Understanding the National Register Nomination Form and Photograph Policy <i>This course will explain and review the latest National Register of Historic Places nomination fo...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	NR III - Understanding and Writing National Register Multiple Property Submissions <i>Creating a Multiple Property Document is one of the most flexible ways to list thematically-relat...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	NR IV - Understanding and Writing National Register Historic District Nominations <i>Writing a National Register nomination for a historic district is the best way to capture a numbe...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	OSL - Full-text Searching Basics <i>This class provides basic instruction in effective full-text database searching of library databa...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	OSL - Law & Legislation <i>This class provides instruction in using Oregon State Library databases and resources in the area...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	OST - June Cash Management Forum <i>Whether you are currently participating in our card program or interested in new way to disburse...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	SAIF - Advanced Claims Management ***** NOTE ***** You will need to register through SAIF. ...	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	SAIF - Crisis Intervention: Managing Conflict in the Workplace ***** NOTE ***** You will need to register through SAIF. ...	Online	Save Shortcut <input type="button" value="Go"/>
1	✓	SAIF - Injury Prevention and Workers' Compensation Cost Containment ***** NOTE ***** You will need to	Online	Save Shortcut <input type="button" value="Go"/>

- Once you've located the correct course, selected "View Sections" from the drop-down menu on the right-hand side, and click "Go."

		<i>The online course introduces participants to the concepts and principles of the National Response...</i>		
1	✓	National Register: Evaluation and Nomination <i>Introductory courses to the National Register of Historic Places, preparing individual National R...</i>	Curriculum	Enroll <input type="button" value="Go"/>
1	✓	NR I - National Register Primer: Introduction to the National Register and How to Apply the National... <i>This course provides an introduction to the National Register of Historic Places program in Orego...</i>	Classroom	View Sections <input type="button" value="Go"/>
1	✓	NR II - Understanding the National Register Nomination Form and Photograph Policy <i>This course will explain and review the latest National Register of Historic Places nomination fo...</i>	Classroom	View Sections <input type="button" value="Go"/>

- On the View Sections page, locate the section you want to enroll in. Under the Action column, select "Enroll" in the drop-down menu and click "Go"

State Government's Learning Community [Site Help](#) [Site Map](#) [Logout](#)
Enter Search Text... [Advanced Search](#)

Parks and Recreation Department Welcome: Cara Kaser
Thursday, August 19, 2010

[Home](#) >> [Learning Center](#) >> [Course Catalog](#) >> [View Sections](#)

NR I - National Register Primer: Introduction to t...

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title NR I - National Register Primer: Introduction to the National Register and How to Apply the National Register Criteria for Evaluation
Course Provider OPRD
Course Cost \$0.00

Records found: 2

	Section	Enrollment Status	Section Status	Action
<input type="checkbox"/>	Title: National Register Primer - Session 1 Code: NR 1 Number: 1 Dates: 9/8/2010 - 9/8/2010 Enrollment Cancellation Deadline: 9/8/2010 Waitlist Type: None Capacity (Min/Max): 5/20 Enrolled/Waitlisted/Pending: 0/0/0	Not Enrolled	Open	Enroll <input type="button" value="Go"/>
<input type="checkbox"/>	Title: National Register Primer - Session 2 Code: NR 2 Number: 2 Dates: 9/15/2010 - 9/15/2010 Enrollment Cancellation Deadline: 9/15/2010 Waitlist Type: None Capacity (Min/Max): 5/20 Enrolled/Waitlisted/Pending: 0/0/0	Not Enrolled	Open	Enroll <input type="button" value="Go"/>

- Confirm your enrollment on the next page

State Government's Learning Community [Site Help](#) [Site Map](#) [Logout](#)
Enter Search Text... [Advanced Search](#)

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Thursday, August 19, 2010

[Home](#) >> [Learning Center](#) >> [Course Catalog](#) >> [View Sections](#) >> [Section Enroll](#)

Section Enroll

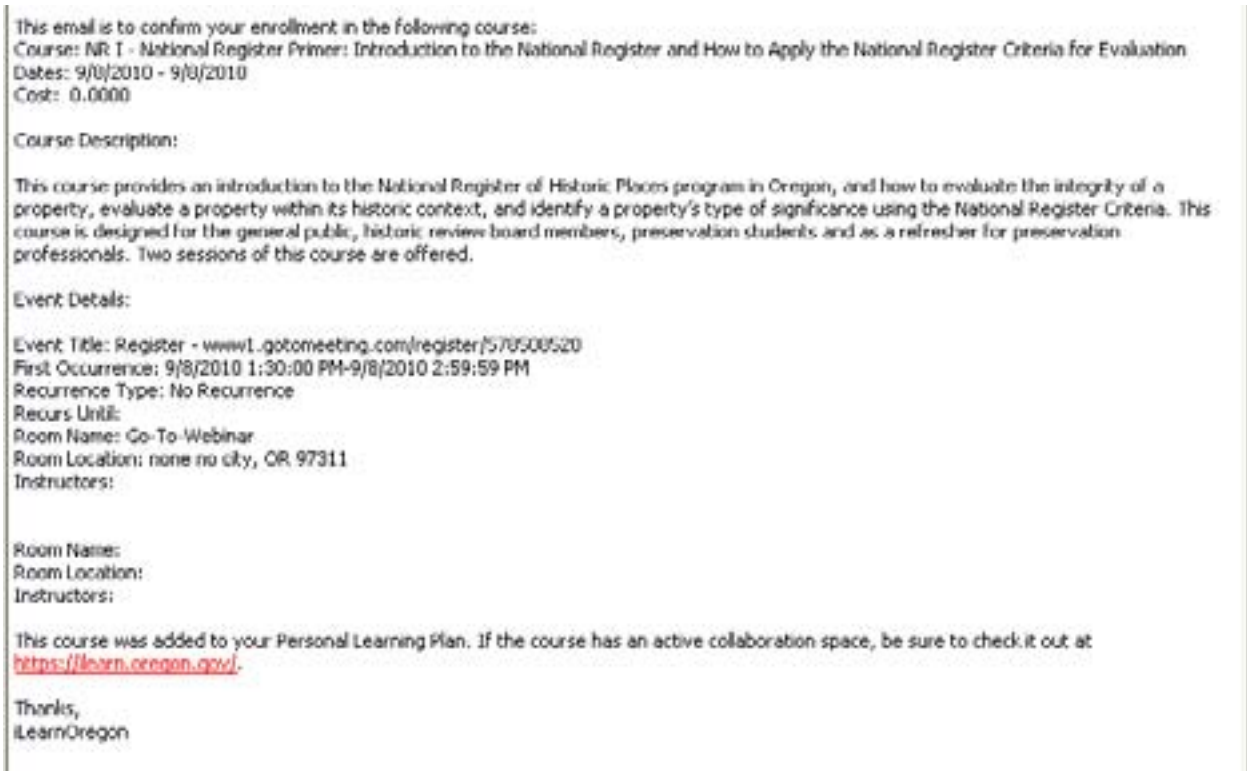
Search for courses and curriculums and enroll in them. Depending on the system's configuration, enrollment may be automatic.

Enroll

Review the information below to ensure that you are enrolling for the correct course/item. Then select the options you want (if options are displayed) and click Enroll.

Title NR I - National Register Primer: Introduction to the National Register and How to Apply the National Register Criteria for Evaluation
Section Title National Register Primer - Session 1
Section Start Date 9/8/2010
Section End Date 9/8/2010

- After you've confirmed you're enrollment, you will be sent an email from iLearnOregon that includes the course description and event details. The email will look like this:



- You can also access the event details for your course in iLearn by clicking the + next to the Section Title to reveal the event associated with that section.



- Here's what the Event Details look like:

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Thursday, August 19, 2010

Home >> Learning Center >> Course Catalog >> View Sections

NR I - National Register Primer: Introduction to t...

You are enrolled in the course.

View information about the sections for this course.

View Sections

Click the Information icon and/or the plus sign to view more information about sections and events for this course. Use the Action menu to enroll in a section or perform other tasks. If no information is displayed, then this course has no sections.

Title NR I - National Register Primer: Introduction to the National Register and How to Apply the National Register Criteria for Evaluation
Course Provider OPRD
Course Cost \$0.00

Records found: 2

Section	Enrollment Status	Section Status	Action
<input type="checkbox"/> ⓘ Title: National Register Primer - Session 1 Code: NR I Number: 1 Dates: 9/8/2010 - 9/8/2010 Enrollment Cancellation Deadline: 9/8/2010 Waitlist Type: None Capacity (Min/Max): 5/20 Enrolled/Waitlisted/Pending: 1/0/0	Enrolled	Open	Cancel Enrollment <input type="button" value="Go"/>

Event	Details
Register - www1.gotomeeting.com/register/578508520	First Occurrence : 9/8/2010 1:30 PM - 9/8/2010 3:00 PM Recurrence Type: No Recurrence Recurs Until : Days: Location : Go-To-Webinar, Go-to-Webinar (no city, OR) Instructors :

- In the confirmation email you will receive or under the Event column, copy and paste the Event Title URL (e.g. www1.gotomeeting.com/register/.....) into your web browser to register for the webinar.

Capacity (Min/Max): 5/20
Enrolled/Waitlisted/Pending: 1/0/0

Event	Details
Register - www1.gotomeeting.com/register/578508520	First Occurrence : 9/8/2010 1:30 PM - 9/8/2010 3:00 PM Recurrence Type: No Recurrence Recurs Until : Days: Location : Go-To-Webinar, Go-to-Webinar (no city, OR) Instructors :

Title: National Register Primer - Session 1 Not Enrolled Open

- Register for the webinar at the registration page for the course you've enrolled in. The page will look like this:

NR I - National Register Primer: Introduction to the National Register and How to Apply the National Register Criteria for Evalu

Wednesday, September 8, 2010 1:15 PM - 3:30 PM PDT

Webinar Registration

This course provides an introduction to the National Register of Historic Places program in Oregon, and how to evaluate the integrity of a property, evaluate a property within its historic context, and identify a property's type of significance using the National Register Criteria. This course is designed for the general public, historic review board members, preservation students and as a refresher for preservation professionals.

Wed, Sep 8, 2010 1:15 PM - 3:30 PM PDT

[Show time in my time zone](#)

* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
* Email Address: ?	<input type="text"/>	* Address:	<input type="text"/>
* City:	<input type="text"/>	* State/Province:	<input type="text" value="Choose one..."/>
* Zip/Postal Code:	<input type="text"/>	Country:	<input type="text" value="Choose one..."/>
* Phone:	<input type="text"/>	* Organization:	<input type="text"/>
Job Title:	<input type="text"/>		

* Indicates a required field

By clicking this button you submit your information to the Webinar organizer, who will use it to communicate with you regarding this event and their other services.

[View system requirements](#)

Your email address and personal information will be used by the Webinar organizer to communicate with

- You will receive a confirmation email for your registration and further instructions for how to access the webinar on the day of the course.

Have more questions? Contact Cara Kaser at cara.kaser@state.or.us