


# Learning Center

## Quick Reference Guide For Returning And NEW Users

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### FINDING & REGISTERING FOR A CLASS

- From Homepage
- Click on <**Courses & Registration**> on side navigation
- Click on <**Find a Course and Register**>
- Enter Keywords and click <**Search**>
- Click on the  <**Info**> icon to see class information
- Choose event in right panel and click on <**Register**>
- Click <**OK**> to confirm registration

### CANCELING A CLASS

- Cancel from the **Homepage**  
or
- Cancel from **Courses & Registration/Information**

### INITIAL LOGIN FOR PEOPLE WHO ARE NOT DHS EMPLOYEES – CREATE A PROFILE

Starting from “Welcome and Login” Page:

- Click <**here**> for First Visit
- Choose ‘I am a DHS PARTNER...’
- Create Login ID and Password
- Complete Registration Form

### RETURNING USERS – WELCOME BACK!

- Enter User Name
- Enter Password – upper and lower case DOES make a difference!
- Click <**Login**> button.
- If it doesn’t work? Try using the “Forgot Login?” or “Forgot Password?” links located below the <Login> button.

*Ready to Log In? Go to:*

<https://dhslearn.hr.state.or.us>