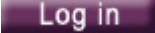




Quick Reference Guide for DHS Employees

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

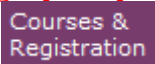


Logging In

1. Type: <https://dhslearn.hr.state.or.us/>
in the browser Address line.
2. Type your **Login ID** and **Password**
3. Click 

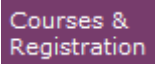


NOTE: If you have forgotten your credentials, use “Forgot Login?” or “Forgot Password”.

Searching for Classes *(less is better...)*

Searching by Key Word

1. Click  on left navigation pane.
2. Click [**Find a Course and Register**]
3. Type key words, such as part of the course title: **Keywords:** .
4. Click  .
5. Search results are listed in lower left frame. Scroll to find your course.
6. Click  to view course details. Scroll down for more information.

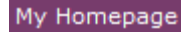

Searching by Course Number

1. Click  on left navigation pane
2. Click [**Find a Course & Register**]
3. Type **Course #:**
4. Click 
5. Search results are listed in lower left frame. Scroll to find your course.
5. Click  to view course details.

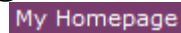

Registering for a Class

1. Search, locate and view the class you want.
2. In the lower right corner, scroll down to the list of sessions.
3. Click on [Register](#) for your choice.
4. A [Cancel](#) link will appear. You are now registered.

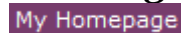

Viewing Class Registration

1. Click on  in the left navigation pane.
2. Click on  tab.

Canceling Class Registrations

1. Click on  in the left navigation pane.
2. Click on the  tab.
3. Left of the class you want to cancel your registration, Click [Cancel](#).

Viewing Training History

1. Click on 
2. Click on 

Call the Service Desk for Help: 503/945-5623