








Quick Reference Guide for Community Partners

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

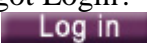
Logging In

First Visit

1. Type: <https://dhslearn.hr.state.or.us/> in the browser address line.
2. For first visit click on [**here**] to register.
3. Click on [**I am a DHS partner...**].
4. Click 
5. Create a **Login ID** and **Password**
6. Click 
7. Select an Organization: Select [**Other Organizations**] and click 

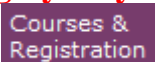
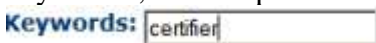

- NOTE:** Continue selecting Expand and an approximation of your organization until you can click on  which will open the User Profile screen. You must enter 3 organizational levels. You can edit this later.
8. User Profile: Required fields marked with *.
 - NOTE:** An example of Special Accommodation is "Need sign language interpreter".
 9. Click on  .


Return Visits

1. Type: <https://dhslearn.hr.state.or.us/> in the browser Address line.
2. Type your **Login ID** and **Password**
- NOTE:** If you have forgotten your credentials, use "Forgot Login?" or "Forgot Password".
3. Click 

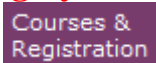



Searching for Classes *(less is better...)*

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:  .
4. Click  .
5. Search results are listed in lower left frame. Scroll to find your course.
(continued)

6. Click  to view course details.

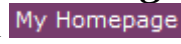

Searching by Course Number

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.

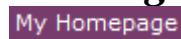
Viewing Class Registration

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

Canceling Class Registrations

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

Viewing Training History

1. Click on 
2. Click on 