








Quick Reference Guide for DHS Employees


<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 employee...**].
 4. Click .
 5. Enter your **Employee ID** (example: OR1234567) and your **Last Name**
 6. Click .
 7. Select an Organization: Select [**Other Organizations**] and click .
- NOTE:** Continue selecting Expand and an approximation of your organization/sub org 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**
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 **Courses and Registration**.
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 **Courses and Registration**
 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.
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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.
- Continued...
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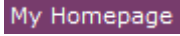

Viewing Class Registration

1. Click on .
 2. Click on  tab.
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Canceling Class Registrations

1. Click on .
 2. Click on the  tab.
 3. Left of the class you want to cancel your registration, Click **Cancel**.
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Viewing Training History

1. Click on .
2. Click on .

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