





## 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".

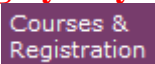


9. Click on .


#### 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 .

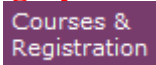




### Searching for Classes *(less is better...)*

#### 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.

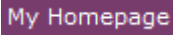

#### Searching by Course Number

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

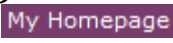

### Registering for a Class

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.

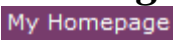

### Viewing Class Registration

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 .