## **Updating Your Profile**

To update your profile complete the following steps:

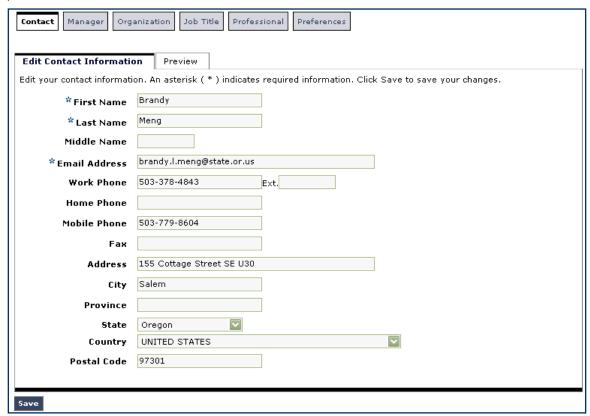
- 1. In your web browser type in the following URL https://ilearn.oregon.gov.
- 2. On the left-side menu, click on *My Account*. Then click on *Edit Profile*. This will take you to the Edit Contact Information page.



3. From the Edit Contact Information page there are 6 tabs that you can select to edit your information. The following steps cover the Contact, Manager, Organization, and Job Title tabs.

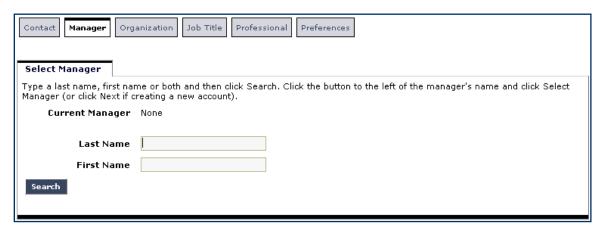


4. On the Contact tab, you can edit any of your personal information. Once you make changes to your personal information, click on Save.

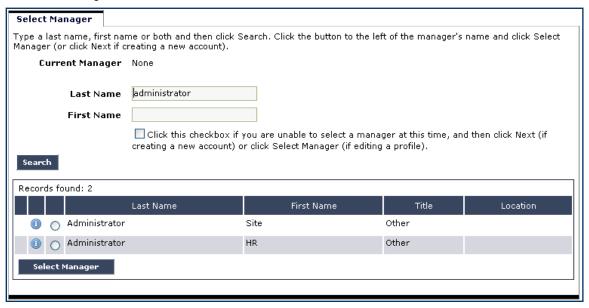


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5. On the Manager tab, you can add or change who your manager is by entering your managers last name and first name, then click on *Search*.



- 6. Review the list from your search results. Click the button next to your manager. *NOTE*: Click the checkbox below the search area if you cannot select a manager at this time.
- 7. Click *Select Manager*. If you changed your manager, a message displays at the top of the page indicating your manager was changed, and the name of your new manager is displayed next to "Current Manager."



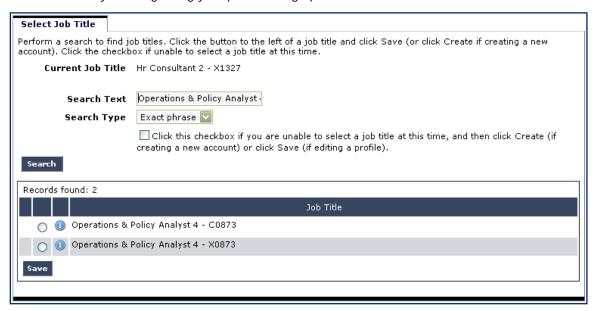
- 8. On the Organization tab, you can change your organization. Click the *Plus (+) Sign* to expand the Organization tree.
- 9. Find your organization using the plus and minus ( ) signs.
- 10. Click the checkbox next to your organization.
- 11. Click *Save*. A message displays at the top of the page indicating your profile was updated. You will also receive an email from the system regarding your profile being updated.



- 12. On the Job Title tab, you can change your job title. Type a keyword or phrase in the Search Text field.
- 13. Click *Search* to view a list of job titles that match your search criteria.
- 14. Review the list of search results and find the job title you are looking for. *NOTE*: The job titles come from the State's Position and Personnel Data Base (PPDB). If there are several of the same job titles listed, look for the one with the same job classification # that was on your paycheck stub
- 15. Click the button next to the desired job title.

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16. Click *Save*. The selected job title remains in the search results, a message displays indicating the job title was saved, and your new job title displays next to "Current Job Title." You will also receive an email from the system regarding your profile being updated.



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