

ILEARNOREGON UPDATE YOUR PROFILE

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**.

Edit Contact Information | Preview

Edit your contact information. An asterisk (*) indicates required information. Click Save to save your changes.

* **First Name** Brandy

* **Last Name** Meng

Middle Name

* **Email Address** brandy.l.meng@state.or.us

Work Phone 503-378-4843 Ext.

Home Phone

Mobile Phone 503-779-8604

Fax

Address 155 Cottage Street SE U30

City Salem

Province

State Oregon

Country UNITED STATES

Postal Code 97301

Save

ILEARNOREGON UPDATE YOUR PROFILE

- 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**.

Contact

Manager

Organization

Job Title

Professional

Preferences

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Current Manager None

Last Name

First Name

Search

- 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.
- 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."

Select Manager

Type a last name, first name or both and then click Search. Click the button to the left of the manager's name and click Select Manager (or click Next if creating a new account).

Current Manager None



Last Name administrator

First Name

☐ Click this checkbox if you are unable to select a manager at this time, and then click Next (if creating a new account) or click Select Manager (if editing a profile).

Search

Records found: 2

	Last Name	First Name	Title	Location
 <input type="radio"/>	Administrator	Site	Other	
 <input type="radio"/>	Administrator	HR	Other	

Select Manager

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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.

Select Organization

Select your organization (only one can be saved). Click Save (or click Next if creating a new account).

☐ Other, Non State Employees

☐ State of Oregon

Save

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.
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.

Select Job Title

Perform a search to find job titles. Click the button to the left of a job title and click Save (or click Create if creating a new account). Click the checkbox if unable to select a job title at this time.

Current Job Title Hr Consultant 2 - X1327

Search Text Operations & Policy Analyst

Search Type Exact phrase

☐ Click this checkbox if you are unable to select a job title at this time, and then click Create (if creating a new account) or click Save (if editing a profile).

Search

Records found: 2

	Job Title
<input type="radio"/>	Operations & Policy Analyst 4 - C0873
<input type="radio"/>	Operations & Policy Analyst 4 - X0873

Save