

DHS Learning Center



Instructions for Finding and Registering for a Course

Step # 1 - Log into the Learning Center web site at: <https://dhslearn.hr.state.or.us>

Step # 2 - Login: If this is your first time you must create a "user profile". Follow the Learning Center prompts.

Step # 3 - Click on link at left side of the homepage that reads, "Courses and Registration"

Step # 4 - A page opens which has 5 icons. Click on "Courses and Registration" icon. Drop down boxes will appear. Click on arrow for drop down box that says "Topic". Scroll down until you find "Public Health". Select "Public Health" and click on the "Search" button.

Step # 5 - Public Health courses will appear in the left window at bottom of the page. Courses are in alphabetical order. Scroll down until you find the course for which you are looking. Click on the blue "i" icon to the left of the course title.

Step # 6 - A course description appears in the right window at the bottom of the page. Scroll down this page until you find the "Register" link. Click on "Register". A box will appear in the middle of the page asking, "Are you sure you wish to register in the session below?" Two choices are given: (OK) or (Cancel). Select (OK) and you are registered for the course.

Step # 7 - Return to your homepage by clicking on the link that reads "The Homepage" on the left side of the page, or "Home" at the top of the page. Once you return to the homepage you will see the course for which you registered listed on your homepage.



Questions? Contact Eric Stewart, PHEP Learning Center Coordinator
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