

Enrolling in a Class

Enrolling in a class has never been easier! Use the instructions below to register via a direct link, your My Learning portlet, or by browsing the catalog for a class.

Using a direct link to the course page

1. Click on the provided link for the course page. (You'll be prompted to sign in, if you're not already.)
2. Review the dates and locations listed in the "Available Classes" section. Note: web-based trainings will only have one available class.
3. Click on the Enroll button located below the class you would like to enroll in.
 - a. For web-based classes, this will immediately launch the course in your browser.
 - b. For instructor-led and webinar classes, you'll receive an email confirming your enrollment and providing additional information you will need to attend.

Enrolling in an assigned course from your My Learning portlet

1. Sign in at learn.cisoregon.org.
2. The My Learning portlet is found on the lower left-hand side of the home page. Scroll down the list to locate the course you need to complete. Note: if you are enrolled in 5 or more courses, you may need to click the View All link at the bottom of the portlet to find your course.
3. Click on view details to see dates and locations for instructor-led classes or to enroll in the web-based trainings.
4. Review the dates and locations listed in the "Available Classes" section. Note: web-based trainings will only have one available class.
5. Click on the Enroll button located below the class you would like to enroll in.
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Searching the catalog for the course

1. Sign in at learn.cisoregon.org.
2. Enter the course name or a keyword for the topic in the search bar at the top of the screen.
3. Click on the search icon.
4. Locate the desired course on the results page and click on the blue hyperlinked name.
5. Review the dates and locations listed in the "Available Classes" section. Note: web-based trainings will only have one available class.
6. Click on the Enroll button located below the class you would like to enroll in.

Questions? Try the Help Desk, call us at 503-763-3800 ext. 8, or email us at learn@cisoregon.org.

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