

# First Time Logging In

Welcome to the CIS Learning Center! If this is your first time logging in, follow these steps to access your account.

*Note: if you haven't logged in before, the [Forgot Password?](#) feature on the login page won't work. Email us at [learn@cisoregon.org](mailto:learn@cisoregon.org) for assistance.*

## Instructions

1. Go to [learn.cisoregon.org](https://learn.cisoregon.org).
2. Enter your username. For most users, this is your work email address.
3. Enter your temporary password. For most people, this is the word **welcome** or the word Learn and the current year (ex. Learn2024).

*Reminder: Passwords are case sensitive.*

If neither of those passwords work, contact us at [learn@cisoregon.org](mailto:learn@cisoregon.org) for assistance with accessing your account.

If you do not have an existing account, you can request one. Click [here](#) for instructions.

4. Enter a new password. Passwords must be at least eight characters in length and have:
  - At least two alphabetic characters.
  - One upper-case character and one lower-case character.
  - A minimum of one numeric character.

Passwords may contain special characters, including: ! @ # \$ % ^ & \* , ? / ; : \ | .

5. Confirm the password.
6. Click Save.

Now that you are logged in, check out the [Getting Started](#) and [Help Desk](#) pages to explore the highlighted features and view the tips and tutorials.