


Instructions for Completing OAAPI's Online Mandatory Abuse Reporting Training

1. Start by logging onto the DHS learning center: <https://dhslearn.hr.state.or.us>
 - If you've never logged on before, refer to **“If this is your first visit, click here”** and create a profile. In the next screen, select **“I am a partner signing up for the first time.”** Establish a login and password. Write this down for future use.
2. Once you have registered, enter your Login Id and Password on the homepage.
3. When you sign in, click on **“Courses & Registration.”**
4. Then, click on **“Curriculums.”**
5. In the keywords, type any of the course name: **OAAPI Mandatory Abuse Reporting for Providers**. Click on Search.
6. In the results, click on the purple  icon to the left of the course name. You should see the following courses listed:
 - Online: Mandatory Abuse Reporting for Providers Part 1 (C03828)
 - Online: Mandatory Abuse Reporting for Providers Part 2 (C03829)
7. Click on **“Register in Curriculum.”** Click on **“OK”** to say you are sure you want to register.
 - The first module is now available as a hyperlink. Click on it.
8. In the next screen, click on **“Take Course.”** The box labeled **“Take course for credit”** should be checked.
9. Ensure that your audio is turned on and go to **“Click here to start course.”**
10. Once you have finished the first module, the second should become available. Go back and follow steps 3-8 for the second module.

Once both modules are complete, you have finished the course. Please print out both certificates of completion for your records. If you'd like to give feedback on the training, there is a link to a SurveyMonkey at the end of the second module.

If at any time you experience any problems, please exit out of the course and the Learning Center and log back in. If this does not resolve your issue or you need further assistance, please contact OAAPI at 503-945-9495 or email OAAPI.Training@state.or.us.