



# Child Welfare Partnership NetLink Registration Instructions



The following information will guide you through how to login and register for this NetLink through the DHS Learning Center.

## How to Login to the DHS Learning Center

1. Click on the following link (or cut and paste into your Internet browser):  
<https://dhslearn.hr.state.or.us>
2. **If this is your first time using the DHS Learning Center**, please click “here” in the first sentence to create a new Learning Center account.
  - **Important: If you have ever registered or attended a NetLink class in the past, you already have a profile account in the DHS Learning Center—please go to instruction #10 to register for this NetLink.**
  - If you have an account but have forgotten your login or password do not re-register but rather click on “Forgot Login” or “Forgot Password” at the bottom of the screen. Follow the instructions to find your login and password. Note: your e-mail address in the Learning Center must be correct in order to reset your password.
  - If you do have an account established through the DHS Learning Center please skip to # 10 of the instructions to register for the NetLink training.

Department of Human Services Learning Center

Welcome to the DHS Learning Center

If this is your first visit, please click [here](#) to sign-up to complete a User Profile and gain access.

If you would like to enter the site as a guest, click [here](#).

**Partners who have already registered** do not need to re-register, please use the log in screen below to log in or get help.  
**DHS staff** are pre-registered. Please use the log in screen below to log in or get help.

Click [here](#) to launch the "Introduction to Learning Center" course.

Login ID:

Password:

[Forgot Login?](#) | [Forgot Password?](#)



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- Next, you will begin the DHS Learning Center account registration process. Please select “I am a DHS partner signing up for the first time” and click on “Submit”.

DHS Learning Center

Log in

DHS Learning Center

To begin registration, please choose one of the selections below and then click **Submit**.

I am a DHS employee, and believe I am not preregistered to the site.

I am a DHS partner signing-up for the first time

[Use of this site signifies your agreement to the access agreement.](#)

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- From the “Create a Profile” screen you will choose your Login ID and Password.
  - Your Login ID should consist of at least four letters and/or numbers.
  - Your Password is case-sensitive and must be at least 8 characters long and consist of both alpha and numeric characters. It should not include any special character, i.e.: &, %, <, +, -, etc.

Type in your Login ID, then your Password, then your Password again. Then click the “Submit” button.

DHS Learning Center

Log in

DHS Learning Center

**Create a Profile**  
Establish Login & Password

To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID should consist of at least four letters and/or numbers. Your Password is case-sensitive and must be at least 8 characters long and consist of both alpha and numeric characters. It should not include any special character, i.e.: &, %, <, +, -, etc.

Login ID:

Password:

Confirm Password:

[Use of this site signifies your agreement to the access agreement.](#)

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- From the “Select Organization” screen choose “Other Organizations”, then click “Expand”.

DHS Learning Center

Log in

**REGISTER**  
Select Organization

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization: Choose Next Level + Expand Select Cancel

Use of this site signifies your agreement to the access agreement.

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- From the “Sub Organization” list choose “15-Adoptive or Foster Parents”, and click “Expand.”

Either identify your organization by selecting it from the list below and clicking **Select**, or click **Expand** to view divisions within an organization.

Root Organization: Other Organizations + Expand Select Cancel

Sub Organization: Choose Next Level + Expand Select Cancel

01-Federal  
02-State-non DHS  
04-Emergency Responders  
05-County  
06-City  
07-Tribal Governments  
08-Social Service / Associations / Advocates  
09-Education  
10-Employment Services  
11-Brokerages  
12-Board and Commissions  
13-Medical Service Providers  
14-Residential / Treatment Facilities  
15-Adoptive or Foster Parents / Foster Provider  
16-Child Care Providers  
17-In-Home Care Providers (not Home Health Services)  
18-Respite Providers  
Volunteer Programs

**Note: if you need to go back to the previous list, you MUST hit “Backspace” on your keyboard.**

- From the 2<sup>nd</sup> “Sub Organization” list – choose the correct designation (i.e. Foster Parents) from the list, then click “Select.”



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8. Please complete the “User Profile” questions. Information marked with an asterisk (\*) in front of the field name are required fields.

**DHS Learning Center**  
[Log in](#)

**REGISTER**  
User Profile

As part of the registration process, you need to provide some general information. Please fill in the fields below and click the **Submit** button. All required fields are marked with \*.

**Organization Name:**  [Click here](#) to change your organization selection.

**NetLink Display Name:**

\* **First Name:**

\* **Last Name:**

**Middle Initial or Middle Name:**

**Email Address:**

**Alternate Email Address:**

*Send me updates and notification of content changes at this email address.*

\* **Title:**

\* **First Line Address:**

**Second Line Address:**

**Mailing Address:**

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\* **City:**

\* **State:**

\* **County:**

\* **Zip:**

**Country:** (Select one)

\* **Phone:**  ext

**Fax:**

**Manager's Name:**  [Search For Your Manager](#)  
(Read Only)

**Manager's Email:**

\* **Special Accommodations:**  Yes  No  
(Check Yes if you need any special accommodations to attend a class)

**Vendor Number:**

**Provider Number:**

Please use the following area to highlight your area of expertise and professional items of interest. This may include qualifications and certifications, as well as a brief biography.

*Make this information available to others in the User Directory.*

*Make this information available to others in the PeerNet.*



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- Once you have completed the requested fields click “Submit”. At this time you have created an account in the DHS Learning Center. Please note that checking the box to “Make this information available to others in the User Directory” simply means that your basic information is visible to the other users in the site. Checking the box will not result in Spam or other unwanted solicitations.

**Important:** Now that you have an account created you will want to make a note of your user login and password. For future Netlink sessions/trainings you will use the login and password you just created to register. There is no need to develop another DHS Learning Center account. Please remember to add this site to your website favorites.

## How to Register for a Foster Parent Netlink

- Login to the Learning Center if you are not already there. From “My Homepage” click on the “Courses and Registration” link in the left hand menu.

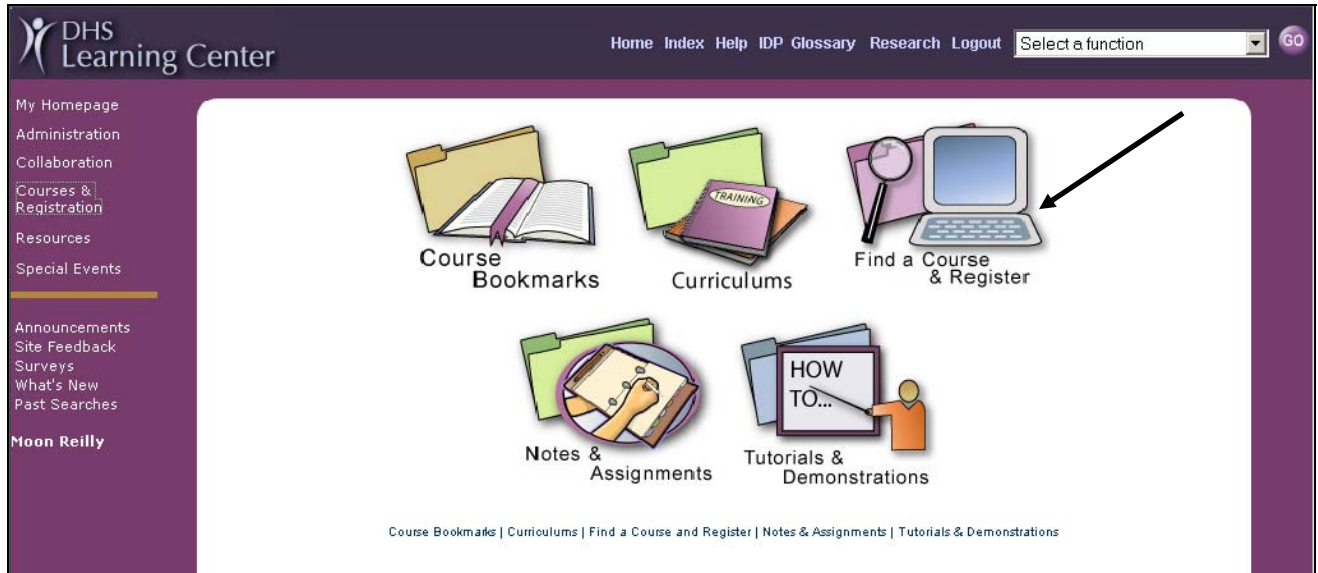
The screenshot shows the DHS Learning Center interface. At the top, there is a navigation bar with links for Home, Index, Help, IDP, Glossary, Research, and Logout, along with a search box and a 'GO' button. Below this is a purple sidebar menu with the following items: My Homepage, Administration, Collaboration, Courses & Registration (highlighted with a yellow bar and a black arrow), Resources, Special Events, Announcements, Site Feedback, Surveys, What's New, Past Searches, and Moon Reilly. The main content area features a 'Welcome Moon Reilly' message and a 'My Homepage' section. This section includes a horizontal menu with links for Peers, LC Favorites, Training Records, User Profile, Course Bookmarks, Past Searches, Classes & Registration (highlighted in orange), and IDP. Below this menu are two sections: 'Mandatory Training' and 'E-Learning/On-Line Courses'. Each section has a 'Status' column, a 'Course/Session Information' column, and a 'Jump to:' link with options for 'Mandatory Classroom', 'NetLink', and 'E-Learning'. The 'E-Learning/On-Line Courses' section also includes a 'Start Date' column.



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11. You will then see several icons. Click on “Find a Course & Register”. Icons may look slightly different than the screen below.



12. You can find the Foster Parent Netlinks by typing in the Keyword: “PSU” or “CWP”

13. Then click Search (leave the search choices for “Active” classes).



# Child Welfare Partnership NetLink Registration Instructions



14. Now you should see the course showing in the lower left white area.

**COURSES & REGISTRATION**  
Find a Course and Register

Topic:


Keywords:

Course ...

Active  Inactive  Both

To search for courses, complete the [search criteria](#), then click **Search**. Using the Search button without completing search criteria will list all courses. From the resulting list, click the information icon for details. To start an online course, click the title. To register in a classroom course, click the information icon, then click the Register link next to the session you wish to be registered in.  
**Note:** If the session you wish to register is full, you may click the Waitlist link to be added to the waiting list for the course. When a space becomes available, you will be automatically registered and notified via email.


1 record(s) found.

-  NetLink: Fostering Children with Special Needs (C00837) [NetLink]

Detailed course information will display here.

15. Now you will see the course in the lower right white area. Right click on the small blue button next to the class title. Select “Open Link in New Tab”

1 record(s) found.

-  NetLink: Fostering Children with Special Needs (C00837) [NetLink]

I am the small blue button!



# Child Welfare Partnership NetLink Registration Instructions



16. Now you can click on the “Register” link next to the session date you want. Once you click on the button you will get a message confirming you have been registered.

**NetLink: Fostering Children with Special Needs**

**Type:** NetLink  
**Available:** Now available  
**Cost:** \$0.00  
**Sponsor:** CAF Child Welfare Training

Children coming into foster care from neglectful and abusive homes often have undiagnosed problems that interfere with their ability to develop relationships and integrate into a family structure. Having lived in chaotic environments limits their ability to understand cause and effect, results in language and cognitive delays, and inhibits their ability to understand and follow rules. This training will provide you with the skills needed to provide a loving, structured, stable home life in which children with special needs can thrive.

#	Date	Time	Status
1	09/18/2008-09/18/2008	06:00 PM-09:00 PM	<a href="#">Register</a>

At a computer near you

Upon registration, please visit the Notes & Assignments page to access additional information for this course.

17. To confirm, go to “My Homepage”. You will also see a second class that was automatically registered called “Netlink Audio Test”. It is STRONGLY recommended that you “Join” the Netlink Audio Test at least a week before the Netlink you are registered for. This will assure that there is adequate time to resolve any problems before the session begins.
18. The “Join” button for the Foster Parent Netlink will not appear on your homepage until the morning of the actual session. It is STRONGLY recommended that you log in at 30 minutes prior to the start of the netlink so that if technical difficulties are experienced we have time to address them prior to the presentation.
19. After successfully registering for the Netlink session you will receive a confirmation email from the Learning Center (in your own name) with information on how to join the session on the day of the presentation.

***For any problems accessing the DHS Learning Center (login, registration, or NetLink class access) please contact the DHS Service Desk from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 503-945-5623 or contact NetLink technical Support at 503-378-5885.***