

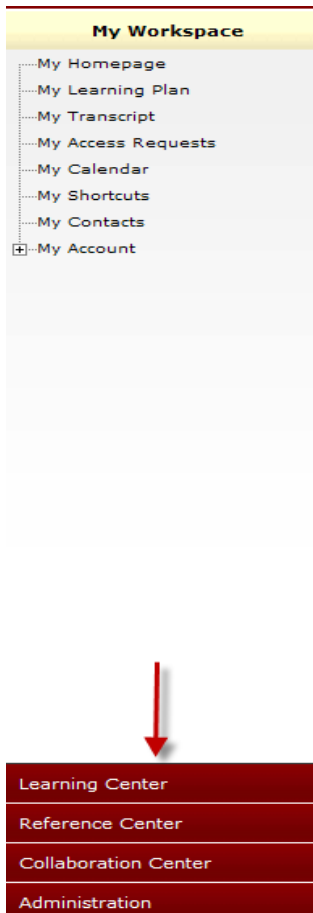


OFFICE OF STATE FIRE MARSHAL

Basic Mechanical Code Training Procedures

BASIC MECHANICAL CODE TEST:

1. Request a Basic Mechanical Code CD by contacting Anita Horsley call 503-934-8249 or email anita.horsley@state.or.us
2. After completing the training on the CD, click on proceed to challenge test; you must be online. You will be automatically directed to the iLearn website - enter your login ID and password (if you do not have one, you must create one, with a unique email address, for instructions go to: iLearn Comprehensive User Guide at: http://www.oregon.gov/OSP/SFM/FLS_New2007.shtml#iLearn_Oregon
3. The online test must be successfully completed by each participant to receive credit for the class.
4. Reports are generated weekly and your certification will be mailed to you automatically. However, if you do not receive your certification within 2 weeks of taking the test contact: Anita Horsley phone: 503-934-8249 or Email: anita.horsley@state.or.us



REGISTERING FOR A BASIC MECHANICAL CODE TEST ON ILEARNOREGON



STEP 1: Log in to iLearnOregon. <https://ilearn.oregon.gov>

Once you have completed the login process you will be taken to the iLearn My Workspace.

STEP 2: From the left side navigation bar at the bottom of the page, click 'Learning Center'.

STEP 3: From the Learning Center, click 'Course Catalog'

STEP 4: From the Search window enter 'OSFM' and the various course/tests will appear find: OSFM – FLS Basic Mechanical Code.

STEP 5: If the course/test is marked with a green (check)  it is available, if it has a red (-)  is visible the test is being edited and is not currently available for registrations. If the test is not underlined, it is available but you need to Request Access to it (on the right hand side)

STEP 6: Request Access, click GO on the right hand side. Another window will pop up, type in: **I have completed the BMC CD training. I am from _____ department. My contact phone number is _____.** Then click Request Access again.

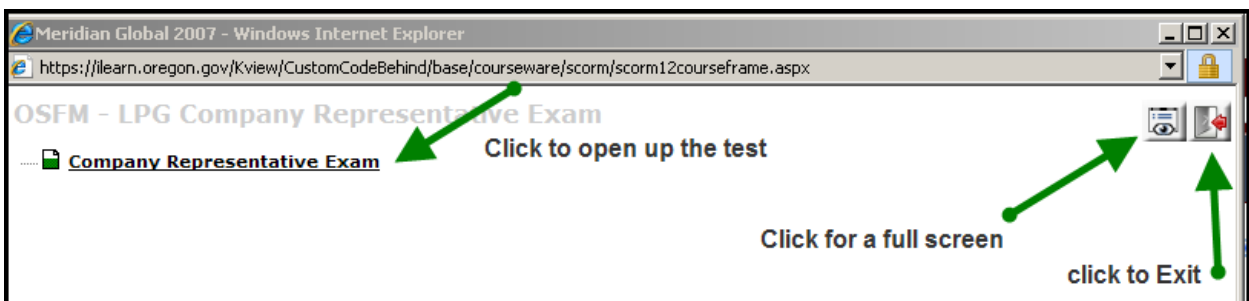
STEP 7: You will receive an email stating that you have requested access. When the administrator approves your access, you will receive another email stating you have been approved.

OFFICE OF STATE FIRE MARSHAL: Basic Mechanical Code

STEP 8: Log back into iLearn and repeat STEPS 1- 5, only this time the course title should now be underlined, then go onto STEP 9

STEP 9: TAKING THE TEST

1. Click on the underlined OSFM – FLS Basic Mechanical Code test (If the test is not underlined, contact your administrator).
2. Another window will pop up and you will need to click on the underlined title again (upper left hand side)
3. Click on the EYE to center your screen. Click on the box to enlarge your screen. When you have completed the test you may review your answers.




4. If you do not pass the test the first time, you can retake the test one more time, by clicking Submit.
5. To exit out of the test click on the door with the arrow in the upper right hand, or click on the x.
6. Reports are generated weekly. And you should receive your certification within 2 weeks. If you do not please contact Anita Horsley at 503-934-8249 or anita.horsley@state.or.us
7. If you do not pass the test on the second attempt. Please review the CD. You may request access to take the test after 2 weeks.
 - The person who is logged in should be the person taking the test
 - Do not share answers.

TROUBLE SHOOTING AND HELP

You may need to enable the pop ups for this system in your browser. Go to 'Tools' and choose 'Pop-Up Blocker' from the menu; enable pop ups.

Be aware the system is SLOW! When maneuvering in the system only click **once** then wait. **Don't use the Back button** on your browser while in the system. To go back a step use the "bread crumb" trail at the top of the page, (i.e.: Home >>My Workspace>>My Account>>) or the **Return** button at the bottom of some functions.

For Help: Brief descriptions of all areas and the items within them, go to: 'Site Help' and click 'System Overview' in the upper right hand corner. For a detailed description of a particular page, click on the  in the upper right hand corner of each page. If you need further assistance contact Anita Horsley at 503.934.8249 or anita.horsley@state.or.us