Creating your Health Care Interpreter workforce account on the Health Workforce Registry Applicant Portal, step-by-step
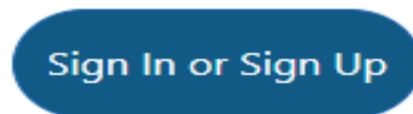
After your application has been approved, you will receive an invitation to create an account login. You will be able to review your account profile and application.

Here are the steps on how to create an account on the registry.

1. Go to this link https://healthworkforceregistry.oregon.gov.

2. Click "sign in" or "**Sign Up**".

3. If you have not created an account yet, click "**Sign Up**".

4. Enter your email address and create a password.

5. After entering email address and creating password, click the **Sign-Up** button

6. You will receive an email with a link sent to the email address you entered when you signed up for your account. **Click the link** you received to confirm.
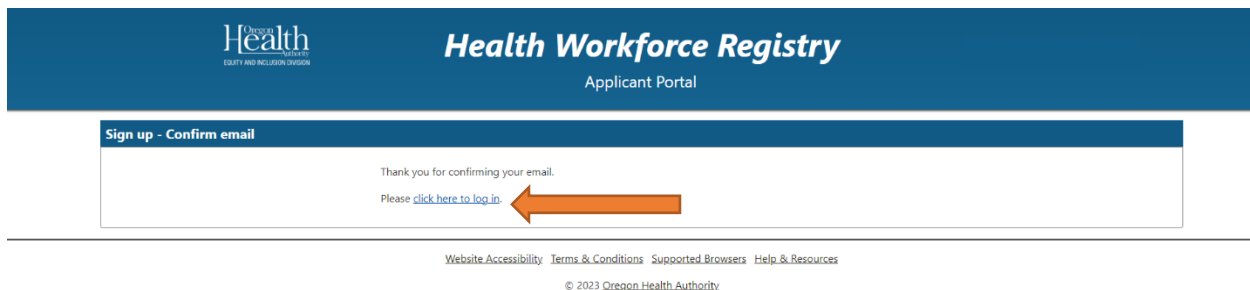
7. After confirming, it will take you back to the Health Workforce Applicant Registry Portal.
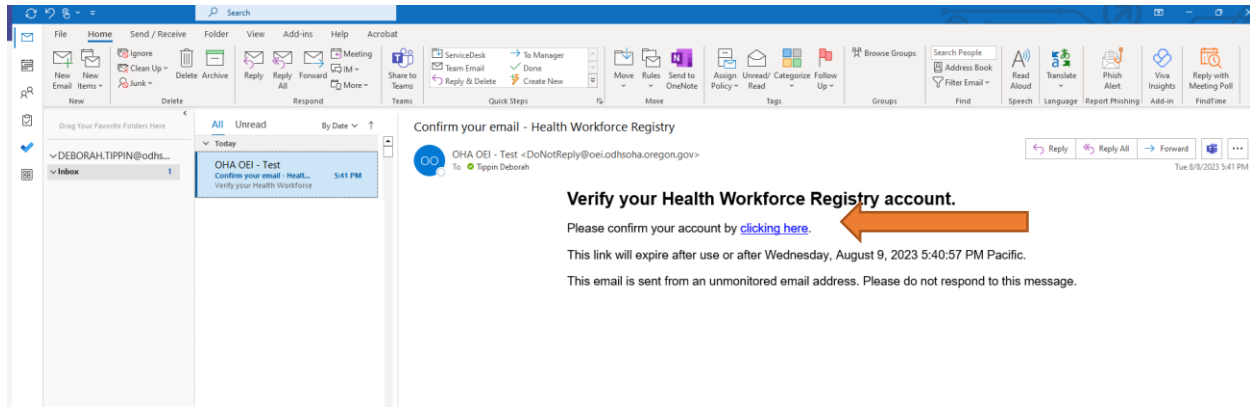
8. Click Here to **Log In**

9. Log in with the email and password created.

10. Click the **Sign In** button!

11. You will get an option to select whether you want to protect your account or not.

12. If you to select NONE or other options, click **Save Selection** button.

Protect Your Account

You can protect your account by enabling additional identity verification during sign-in, such as entering a code received via email or phone.

Please select which additional verification you want to enable for your account (Required)

○ None
○ Email
○ Phone (SMS)

Cancel   Save Selection

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13. If it's your first time creating an account, you will click "**No- I Need to Create a New Account**".

New Login - Confirm New or Existing Account

Have you ever been on the registry?

Yes - Help me find my account   No - I need to create a new account

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14. **Sign In** with the email address and password that you entered when you created your account. Click **Sign In**

Home / Sign In

Sign in with your email address

Don't have an account? Sign up now

Email Address (Required)

deborah.tippin@dhsoha.state.or.us

Password (Required)

Testing55!

☐ Remember me?

Sign in

Forgot your password?   Resend Email Confirmation   Forgot your email address?

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15. It will take you to a new page where you will be required to enter your contact information. You will be required to upload a valid government ID to your profile. Click "**Save and Continue**".

16. Now you will be taken to a new page where you will be required to enter your mailing address and other information. Click" Save **and Continue**".

17. You will now be asked to create two security questions. Click "Save and Continue".

18. Now select which counties for which you will be providing services. Click "**Save and Continue**".

19. Select work availability, days, and time. Click "**Save and Continue**".

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Verify Account Profile - Schedule Availability   Step 5 of 10

Select the checkbox for each day of the week you are available to work.
Checking 'Select All Days' will select all the day checkboxes at once.

☑ **Select All Days**

Days
- ☑ Sunday
- ☑ Monday
- ☑ Tuesday
- ☑ Wednesday
- ☑ Thursday
- ☑ Friday
- ☑ Saturday

Select all the hours you are available to work.
Checking 'Select All Hours' will select all the hour checkboxes at once.

☐ **Select All Hours**

Hours
- ☑ 7 a.m. - 3 p.m.
- ☐ 3 p.m. - 11 p.m.
- ☐ 11 p.m. - 7 a.m.
- ☐ Morning
- ☐ Evening
- ☐ Full-Time
- ☐ Part-Time
- ☐ Temporary

Back   Save & Continue

20. Select languages, spoken and read. Click "**Save and Continue**".

Verify Account Profile - Languages (Read and Spoken)   Step 6 of 10

Languages (Read and Spoken)

- ☐ African Languages
  - Enter African Languages

- ☐ Arabic
  - Enter Arabic Languages

- ☐ Cantonese

- ☐ Chinese
  - Enter Chinese Languages

- ☐ Chuukese

- ☐ English

- ☐ French

- ☐ German

- ☐ Guatemalan Indigenous Language
  - Enter Guatemalan Indigenous Languages

- ☐ Hindi

- ☐ Hmong

- ☐ Indic
  - Enter Indic Languages

- ☐ Italian

- ☐ Japanese

- ☐ Korean

- ☐ Lao

- ☐ Mandarin

- ☐ Marshallese

- ☐ Mexican Indigenous Language
  - Enter Mexican Indigenous Languages

- ☐ Mien

- ☐ Mon-Khmer, Cambodian

- ☐ Persian

- ☐ Romanian

- ☐ Russian

- ☐ Scandinavian
  - Enter Scandinavian Languages

- ☐ Sign Language
  - Enter Sign Languages

- ☐ Slavic
  - Enter Slavic Languages

- ☐ Somali

- ☐ Spanish
  - Enter Spanish Languages

- ☐ Swahili

- ☐ Tagalog

- ☐ Thai

- ☐ Urdu

- ☐ Vietnamese
  - Enter Vietnamese Languages

- ☐ Other
  - Enter Other Languages

Back   Save & Continue

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The demographic section questions are optional. Please save each entry after you make your selection.

21. Select your race and ethnicity. Click "**Save and Continue**".

22. Select gender and orientation. Click "**Save and Continue**".

23. Preferred contact language, spoken and written. Click "**Save and Continue**".

24. Answer disability questionnaire. Click "**Save and Continue**".

Verify Account Profile - Disability Questions   Step 10 of 10

Does a physical, mental, or emotional condition limit your activities in any way? (Required)
○ Yes ○ No ○ Do not Know ○ Decline to Answer
If yes, at what age did the condition begin?
[12]

Are you deaf or do you have serious difficulty hearing? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

Are you blind or do you have serious difficulty seeing, even when wearing glasses? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

Because of a physical, mental, or emotional condition, do you have serious difficulty concentrating, remembering, understanding, or making decisions? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

Do you have serious difficulty walking or climbing stairs? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

Do you have difficulty dressing or bathing? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

Because of a physical, mental, or emotional condition, do you have difficulty doing errands alone such as visiting a doctor's office or shopping? (Required)
○ Yes ○ No ○ Do not Know ● Decline to Answer
If yes, at what age did the condition begin?
[   ]

[Back] [Save & Continue]

25. Now you will be routed to the Workforce Registry Application portal. You will now be able to view your account profile, credentials, certification, and previous documentation in your registry profile including any past determination letters if any are available.

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Sign Out

HOME | 👤 MY ACCOUNT ▾

Serving Traditional Health Workers and Health Care Interpreters

ⓘ Announcement
This section will display important announcements. This could be training, seminars, workshops, or OEI events. Google Link

Applicant Activities

View Open Applications ›

View Active Applications ›

View Application History ›

View Credentials and Certifications ›

Introduction

Apply, Renew or track your applications, certifications and credentials here. Use the Quick Links to find more resources, training, link to the public search registry or contact us. This content is dynamic and can be changed by the business

Quick Links

Training Organizations and Programs for THW ›

Deborah's Email - Tech Support ›

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