

Creating an ORA Learned Account

1. Navigate to <https://www.fda.gov/training-and-continuing-education/office-training-education-and-development-oted/request-ora-learned-training-system-account>
2. You will be redirected to the Request an ORA Learned Training System Account homepage.
3. To begin, Select "State, Local, Tribal, Territorial Regulator." The registration form will open in a new window.

The screenshot shows the FDA website page for requesting an ORA Learned Training System Account. The page features a dark blue header with the FDA logo and navigation options. The main content area is white with a large blue banner. The banner contains the text: "Request an ORA Learned Training System account by clicking on one of the links below that best represents your affiliation:". Below this text are three links: "State, Local, Tribal, and Territorial Regulator- Click Here" (highlighted with a red box), "Government, Non-FDA - Click Here", and "FDA Non-ORA Centers - Click Here". The banner also includes a graphic of a book and a laptop. On the left side, there is a sidebar with a list of links under the heading "Office of Training Education and Development (OTED)". On the right side, there is a note: "Content current as of: 09/09/2022".

FDA U.S. FOOD & DRUG ADMINISTRATION

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Request an ORA Learned Training System Account

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Request an ORA Learned Training System account by clicking on one of the links below that best represents your affiliation:

- State, Local, Tribal, and Territorial Regulator- Click Here**
- Government, Non-FDA - Click Here
- FDA Non-ORA Centers - Click Here

Office of Training Education and Development (OTED)


- Request an ORA Learned Training System Account
- State, Local, Tribal, and Territorial Regulatory Partners
- OTED Training Schedule & Catalog
- OTED Student Handbook
- OTED Address and Travel Information
- Independent Course

Content current as of: 09/09/2022

4. Hover over or click the settings icon in the top right corner to expand the drop-down menu. From the menu, select "Register."

5. In the registration form, enter your first name, last name, and email address. Click the blue "next" button at the bottom of the page. You may need to scroll down to see this button.

6. You will be redirected to the next page of the form. You will be required to enter information in the following fields:
- **UserID:** enter your official work email address
 - **Position Title:** Enter your official title
 - **Organization:** Click the icon to open a selection menu. From the menu, select the organization type that best matches your position. If an option has a + icon next to it, you can select the + to see more subcategories related to that option.
 - **Employer Type:** Click the icon to open a selection menu. From the menu, select the employer type that best matches your position. If an option has a + icon next to it, you can select the + to see more subcategories related to that option.
 - **Location:** Click the icon to open a selection menu. From the menu, select the location that best matches your location. If an option has a + icon next to it, you can select the + to see more subcategories related to that option.
 - **Address**
 - **City**
 - **State**
 - **Zip**
 - **Country**
 - **Agency**
 - **Phone**
 - **Password:** you will need to create a password.
 - * Passwords must contain both upper and lower case letters.
 - * Passwords must contain alpha and numeric characters.
 - * Passwords must be 15 - 20 characters.
 - * Passwords cannot have leading or trailing spaces.
 - * Passwords cannot be the same as the Username, User ID, or email address.
 - * Passwords must contain at least one special character.
 - **Confirm password**
7. Click submit. You will see a confirmation on the screen.

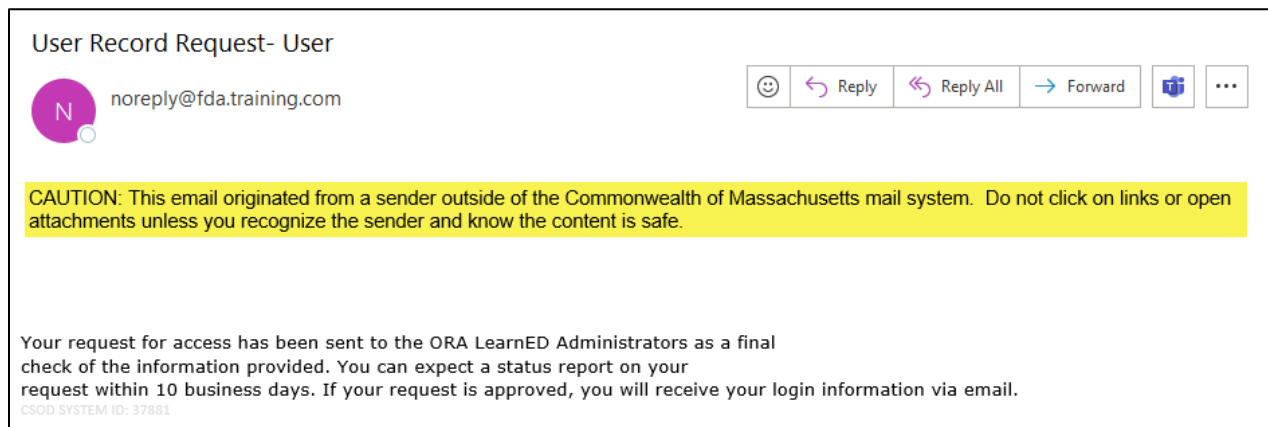


Instructions: Please fill out the following fields to create a profile with the FDA ORA Training System. If you receive an error message that your email is already in use, email Appsdesk@fda.hhs.gov.

Note: Please choose an Occupational Series Code that is similar to your Position Title.

Thank you for taking time to enter your information. Once your registration has been approved, an email will be sent to you.

8. You will also receive an email confirmation:

9. It could take up to 10 business days for your account to be approved, you will receive approval via email. If you do not hear back within 10 business days, please reach out to FDA help desk at appsdesk@fda.hhs.gov