

Quick Reference Guide

Step 1 – Login Instructions for Accessing LearningLink – NEW USERS:

1. To logon to **LearningLink**, open your internet browser (such as Internet Explorer).
2. Log into **LearningLink** at <https://LearningLink.dol.gov/>
Also, access is available via LaborNet at <http://labornet.dol.gov/> under the **LearningLink** Quick Links.
3. Read the Rules of Behavior screen and click 'Accept'.
4. Your initial UserID for LearningLink is similar to your PeopleTime login ID, except LearningLink requires all lower-case letters and cannot exceed 20 characters including the period. Your initial password is your first initial (uppercase) of your first name, the first 4 characters of your last name (lowercase), the last 4 digits of your social security number, and \$. Example: Psm1t1234\$
5. After clicking the Login button, you will be presented with the change password process. Your password must be a minimum of eight characters and must contain, in any order, at least one upper-case letter, one lower-case letter, one number, and one special character (i.e. !@#\$%^&*). Example: Zllabor07
6. Update or Enter Your Supervisor: If your supervisor is blank or incorrect use the drop down box to select your supervisor by clicking the Select button to the right of the field.
7. Verify Your E-Mail Address: If your email address is blank or incorrect, enter your DOL email address.
8. Save Your Changes: Once you have validated/updated your supervisor and e-mail address, click on Apply Changes at the bottom of the page. You will then be required to re-log into the system using the new password you created.
9. Create a Security Question: When you log in again, you will be asked to create a security question and answer. Follow the instructions on the page and click the Submit button.

Step 2 - Instructions for Launching your Course:

1. When **LearningLink** opens, it will default to the Personal tab (Home page).
2. Under the **Learning Plan**, you will see the courses that need to be taken and the date the course must be completed.
3. To take the course, click on the link '**Go To Learning Plan**' within the Learning Plan section.

The screenshot shows the LearningLink homepage. The 'Personal' tab is selected in the top navigation bar. Below the navigation bar, there are sections for 'Welcome Dakota Knight', 'Alerts', 'Catalog', and 'Learning Plan'. The 'Learning Plan' section contains a table with the following data:

Title	Type	Required By
Information Systems Security Awareness	🔗	7/28/2008

The 'Go to Learning Plan' link is highlighted with a red circle.

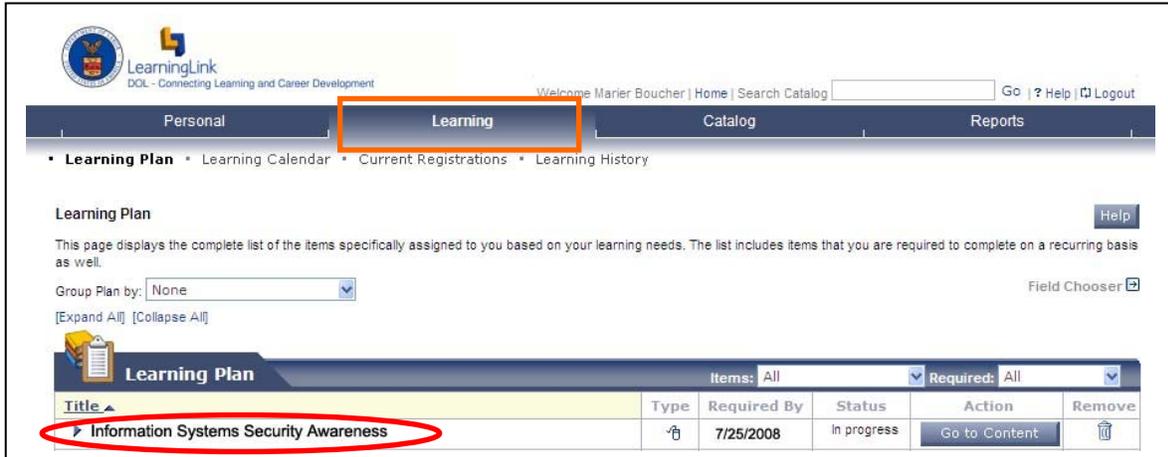
4. Once your Learning plan appears, click on '**Go to Content**'.

The screenshot shows the Learning Plan page. The 'Go to Content' link is highlighted with a red circle. The page includes a 'Group Plan by' dropdown menu, an 'Expand All' button, and a table with the following data:

Title	Type	Required By	Status	Action	Remove
Information Systems Security Awareness	🔗	7/28/2008	Available	Go to Content	

The 'Go to Content' link is highlighted with a red circle.

5. When the page appears, click on the course title to launch.



When you launch the course, you may encounter ALERT screens depending on your system settings. Please follow the directions below.

Pop up Banner Alert: If you receive this banner, click on it to view the menu. When the menu appears, click on "Always Allow Pop-ups from this Site". When you receive the confirmation screen to allow pop-ups, click 'Yes'. If you do not click 'YES', the course may not be recorded properly in your Learning History.



Security Alert: If you encounter a 'security alert' screen, simply place a checkmark in the box to note 'In the future, do not show this warning' and then click "Yes".

6. Once you have completed the course, you can proceed to print out your certificate

Step 3 – Printing a Certificate of Completion:

1. After exiting the course, you will be taken back to LearningLink and the Learning tab.
2. Click on the 'Learning History' submenu.
3. Click on 'Print Completion Certificate'.
4. Your course certificate will display with your name on it.
5. Click on the Print icon and select the appropriate printer.
6. Click 'OK'.
7. To close the window, click on the 'X' on the upper right hand side of the page.

