



Login Instructions for First-time User

1) Enter your LearningLink User ID.

If you are a federal employee: Your LearningLink User ID is the same format as your PeopleTime login, lastname.firstname. Please note that your User ID is in all lowercase letters, and cannot exceed a total of twenty (20) characters including the period between your last and first name. Here are a few examples:

- If your PeopleTime login is smith.penelope, your LearningLink User ID is smith.penelope.
- If your PeopleTime login is smithharrison.penelope, your LearningLink User ID is smithharrison.penel.

If you are a Contractor: Your LearningLink User ID is lastname.firstname_CTR. Please note that your User ID is all lowercase letters, **except** for the final _CTR extension after your first name. This _CTR extension **must** be entered in UPPERCASE letters. Your User ID cannot exceed twenty (20) characters in length, including the period between your last and first names, and the _CTR extension. Here are a few examples:

- If your name is Penelope Smith, and you are a contractor, your LearningLink User ID is smith.penelope_CTR.
- If your name is Penelope Harrisonsmith, and you are a contractor, your LearningLink User ID is smithharrison.pe_CTR.

2) Enter your temporary LearningLink password.

If you are a federal employee: Your initial password is your first initial (uppercase) of your first name, followed by the first 4 letters of your last name (lowercase), followed by the last 4 digits of your social security number, followed by the dollar sign (\$). Here are a few examples:

- If your name is Penelope Smith and your SSN ends in 1234, your initial password in LearningLink will be **Psmi1234\$**.
- If your name is Penelope Harrisonsmith and SSN ends in 4321, your initial password in LearningLink will be **Pharr4321\$**.

If you are a Contractor: Contractor accounts are created through a different process and require that your initial password be sent directly to the email account provided by your DOL supervisor. Contact learninglink@dol.gov.

3) Click the 'Login' button.

4) Create a new password.

When you login for the first time, you will be required to change your password, and validate (or enter) your email address and the name of your supervisor. Follow the on-screen directions.

5) Click 'Apply Changes' button.

6) **Login again using your new password.**

Once you have changed your password, you will be required to login to LearningLink again with the new password you created.

7) **Create a security question.**

After logging in with your new password, you will be asked to create a security question and provide an answer. This will allow you to validate your identity if you need to request a password reset.

8) **Click the 'Submit' button.**

You will be taken into LearningLink.