



## Login Instructions for First-time User

### 1) Enter your LearningLink User ID.

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.

### 2) Enter your temporary LearningLink password.

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\$**.

### 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.