Quick Tips for LearningLink Users

Login -

- The web address for LearningLink is https://learninglink.dol.gov.
- DOL Employees: Your LearningLink User ID is the same format as your PeopleTime login, lastname.firstname. Your User ID is in all lowercase letters, and cannot exceed a total of twenty (20) characters including the period between your last name and first name.
- For the list of password requirements, see Appendix A: DOL Password Requirements, attached to the First Login to LearningLink Job Aid.
- If you forget your password and/or your User ID, you can reset them by selecting the "Forgot Password?" and/or "Forgot User ID?" links on the LearningLink Sign-In screen.
- If you lock your account (this occurs when you incorrectly enter your password 3 times), the account will automatically unlock after 2 hours.
- When entering your security answer, it must be typed exactly as it was originally entered (it is case-sensitive).
- After logging into LearningLink, you can enable the LearningLink Accessibility Mode (accessibility hardware is recognized by the system) by using the "Tab" key until the "Enable Accessibility Mode" link is selected in the header, and selecting this link. Once accessibility mode is enabled, LearningLink will remember the mode each time the user logins.

Home Page Navigation -

- Use the back link or the tabs on the LearningLink Top Menu (i.e. the Home tab) to navigate in LearningLink. Do not use the browser's back button.
- There are two non-obvious links on the LearningLink Home screen:
  1. Your User Name on the User Card is a link that leads you to your Talent Profile.
  2. The word "Catalog" is a link that leads to a catalog search by subject area.
- Please verify that your DOL email address and DOL supervisor on your LearningLink Talent Profile are correct.
  - From the LearningLink Home screen, select your User Name on the User Card to access your Talent Profile.
  - Add or change your email address and/or your supervisor by selecting the pencil icon in the upper right corner of the Contact Information (for email address) or the Employee Information (for supervisor) tables.
  - The list of supervisors available for you to select from is provided from PeoplePower. If your supervisor field is blank and you are unable to select your supervisor, please contact the LearningLink Help Desk. You will not be able to complete the login process or access LearningLink until your supervisor is updated.
- You can change your password, and your security question and answer, by selecting the "Options and Settings" Easy Link, located on the right side of the LearningLink Home screen.
- If you are a supervisor, please verify that the list of employees on your employee tree (located in the left column of your LearningLink My Employees screen) is complete. If there is a subordinate missing from this list, please encourage that individual to update their LearningLink Talent Profile.
- The "LearningLink References" Easy Link provides Users access to Job Aids and Training Videos.
- Help – The Help icon can provide additional information about LearningLink.