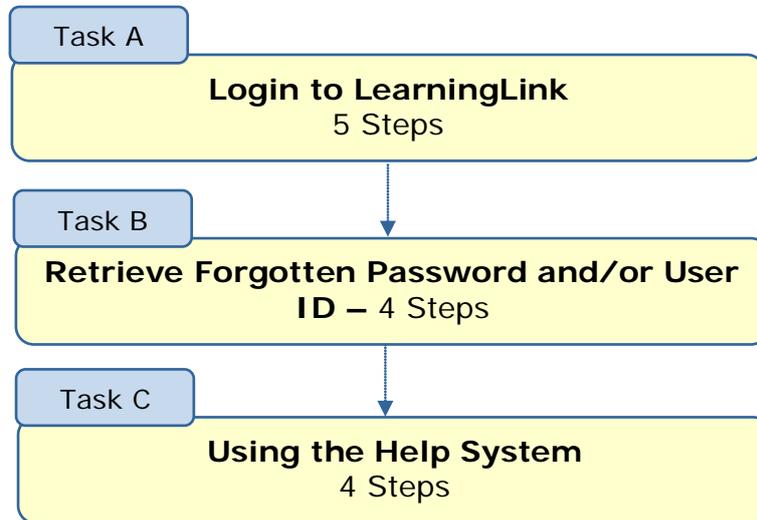


## Job Aid: Login to LearningLink

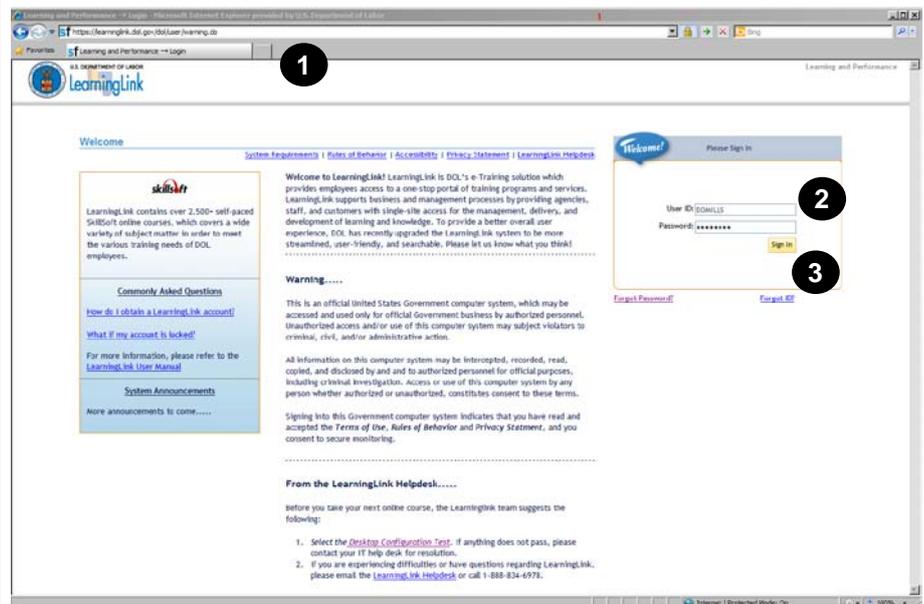
### Purpose

The purpose of this job aid is to guide users through the step-by-step process of logging in to the LearningLink system, retrieving your forgotten password and/or user ID, and using the Help system.

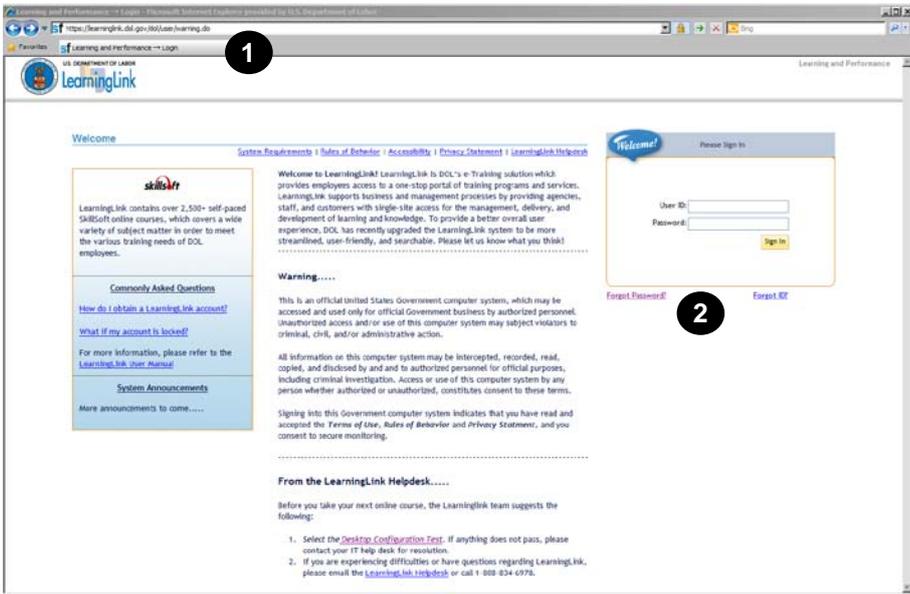
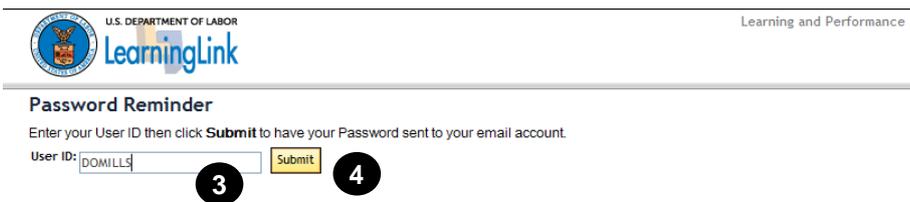


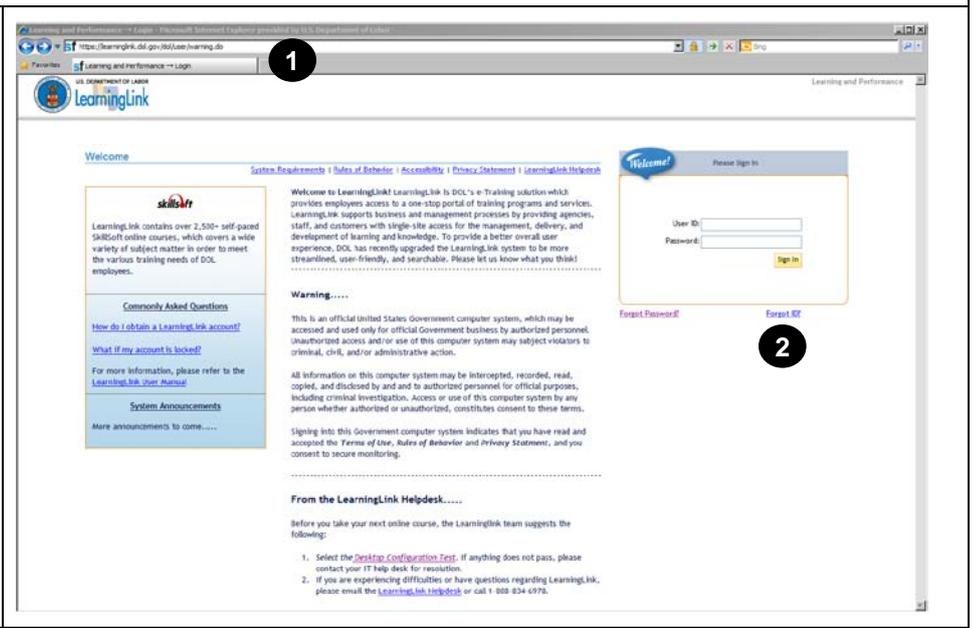
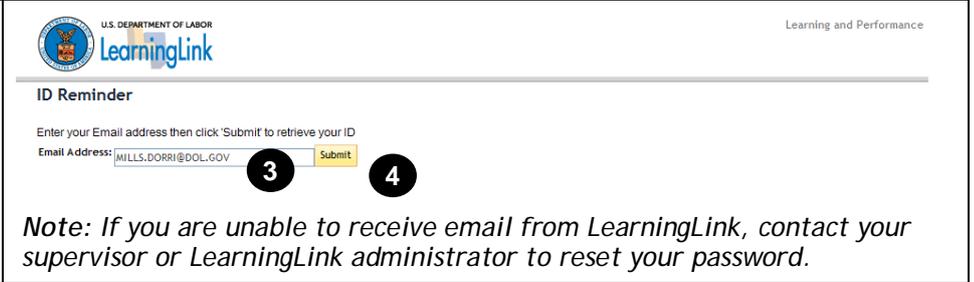
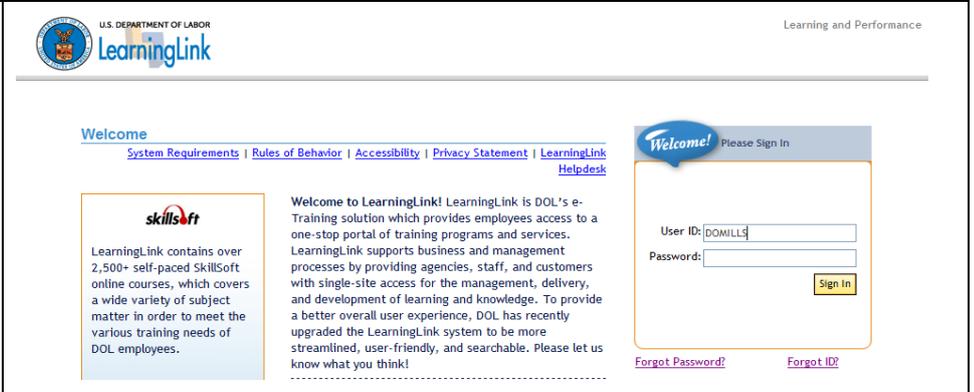
### Task A. Login to LearningLink

- 1 Enter the web address (URL) of the user application into your browser *Address* field and press the **Enter** key.
- 2 Enter your user ID in the **User ID** textbox.  
Enter your password in the **Password** textbox.
- 3 Select **Sign In**.

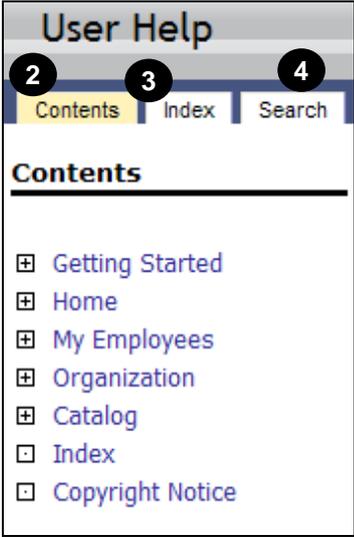


<p>You are taken to the User Home page. A new welcome screen with News appears if it is the first time logging in.</p> <p><b>4</b> Select the <b>Do not show this page every time I sign in</b> checkbox to configure the news page to display only if there is new content.</p> <p><b>5</b> Select <b>Continue</b> to close the news page.</p>	
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Task B. Retrieve Forgotten Password and/or User ID	
Retrieve Forgotten Password	
<p><b>1</b> Enter the web address (URL) of the user application into your browser <i>Address</i> field and press the Enter key.</p> <p><b>2</b> Select the <b>Forgot Password?</b> link.</p>	
<p><b>3</b> Enter your user name in the <b>User Name</b> textbox.</p> <p><b>4</b> Select <b>Submit</b>.</p>	 <p><i>Note: If you are unable to receive email from LearningLink, contact your supervisor or LearningLink administrator to reset your password.</i></p>

<h2>Retrieve Forgotten User ID</h2>	
<p><b>1</b> Enter the web address (URL) of the user application into your browser <i>Address</i> field and press the Enter key.</p> <p><b>2</b> Select the <b>Forgot ID?</b> link.</p>	 <p>The screenshot shows the LearningLink homepage. A red circle with the number '1' is placed over the browser's address bar. Another red circle with the number '2' is placed over the 'Forgot ID?' link in the sign-in area.</p>
<p><b>3</b> Enter your email address in the <b>Email Address</b> textbox.</p> <p><b>4</b> Select <b>Submit</b>.</p>	 <p>The screenshot shows the 'ID Reminder' form. A red circle with the number '3' is placed over the 'Email Address' input field, and another red circle with the number '4' is placed over the 'Submit' button.</p> <p><i>Note: If you are unable to receive email from LearningLink, contact your supervisor or LearningLink administrator to reset your password.</i></p>
<p>Your user ID is automatically entered into the User ID textbox.</p>	 <p>The screenshot shows the LearningLink sign-in page. The 'User ID' field is populated with 'DOMILLS'.</p>

### Task C. Using the Help System

General Help	
<p><b>1</b> Select the <b>Help</b> link to access general help.</p> <p>General help contains helpful information on every area of LearningLink. There are three areas of general help:</p> <p><b>2</b> <b>Contents:</b> Select the topic pertaining to your question.</p> <p><b>3</b> <b>Index:</b> Keyword search using pre-existing keywords.</p> <p><b>4</b> <b>Search:</b> Open search.</p>	 
Context-Sensitive Help	
<p><b>1</b> Select the <b>Help</b> button to access context-sensitive help.</p>	
<p><b>2</b> Context-sensitive help is useful to find the purpose of a specific field on the current screen.</p>	