



# **LearningLink upgrade quick guide**

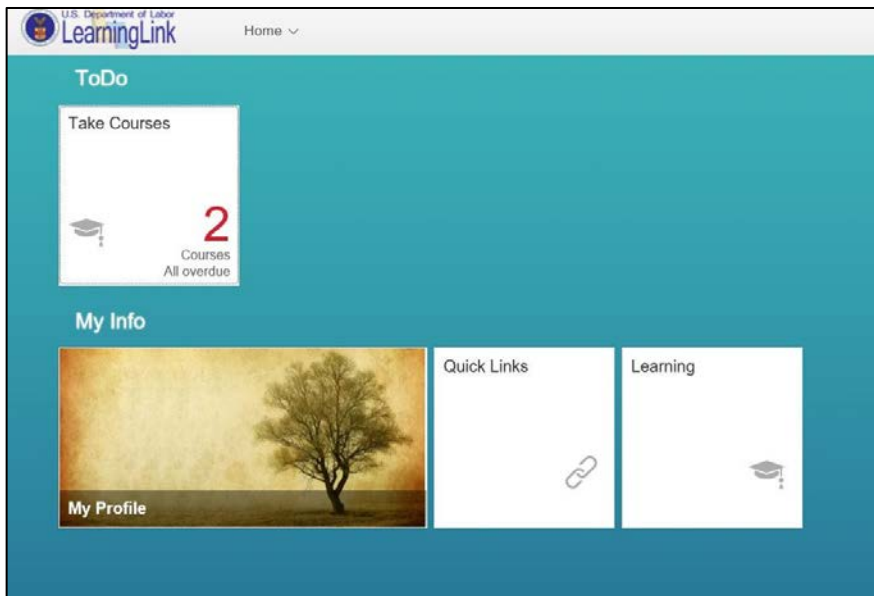
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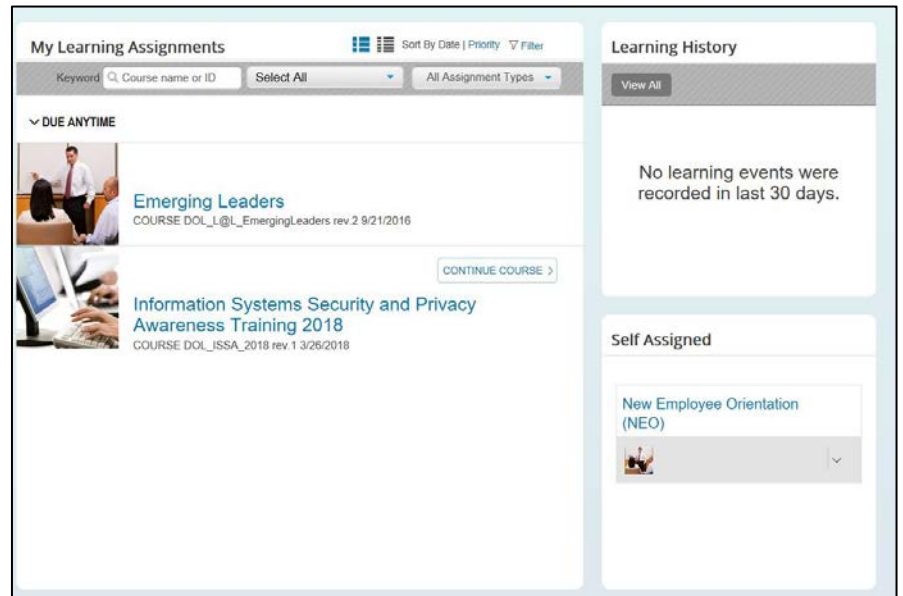
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# Accessing the LearningLink Home page

After the upgrade, users will have to **log into the main landing page**, in order to access the **LearningLink Home page**



Main Landing Page



LearningLink Home Page

# How do I log into LearningLink? SSO Single Sign On method 1

## METHOD 1: I AM USING A DOL PIV CARD

### Requirements to SSO users:

- I must have a LearningLink account
- I must have a DOL email account
- I must be on the DOL network using a DOL computer
- I must have a PIV card to log into my DOL account
- I must be using Internet Explorer 11 browser or Microsoft Edge

### How to login:

- Make sure your PIV card is inserted into your DOL computer
- Click on “LearningLink” on the right side of the main LaborNet page
- You will be directed to the LearningLink Homepage
- Click on “Go to My LearningLink Now!”
- You will be authenticated directly into LearningLink

# How do I log into LearningLink? SSO single sign on method 2

## **METHOD 2: I FORGOT MY DOL PIV CARD**

**(guest network access using network ID and windows login password)**

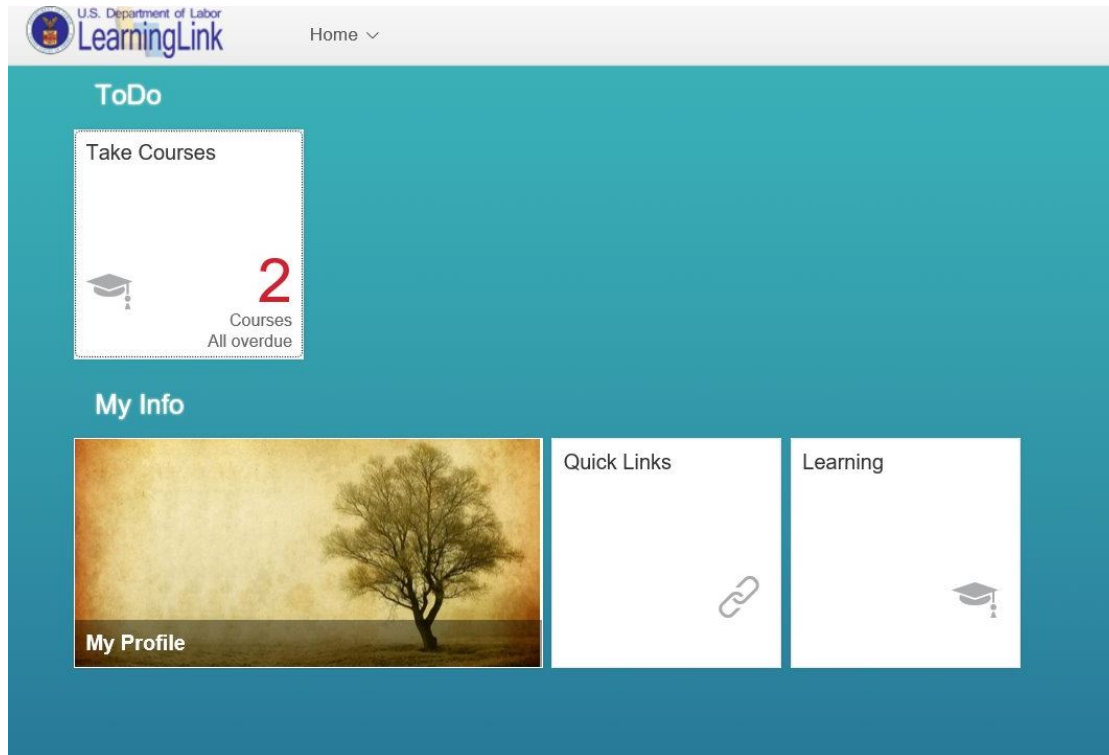
### **Requirements to SSO users:**

- I must have a LearningLink account
- I must have a DOL email account
- I must be on the DOL network using a DOL computer
- I am not using a DOL PIV card
- I must be using Internet Explorer 11 browser or Microsoft Edge

### **How to login:**

- Click on “LearningLink” on the right side of the main LaborNet page
- You will be directed to the LearningLink Homepage
- Click on “Go to My LearningLink Now!”
- You will be authenticated directly into LearningLink

# The main Landing Page navigation, user tiles explained



- The “**Take Courses**” tile provides users with a quick access to the pending courses on their learning plan in one simple click without having to navigate to the LearningLink home page
- The “**My Profile**” tile enables users to edit the summary of their profile and upload their background photo
- The “**Quick Links**” tile enables users to favorite links in the application
- The “**Learning**” tile takes users to their learning plans in LearningLink

## Additional tiles on the main landing page for LearningLink Supervisors only



The “**Org Chart**” tile on the main landing page enables supervisors to view their organizational chart including direct and indirect reports.



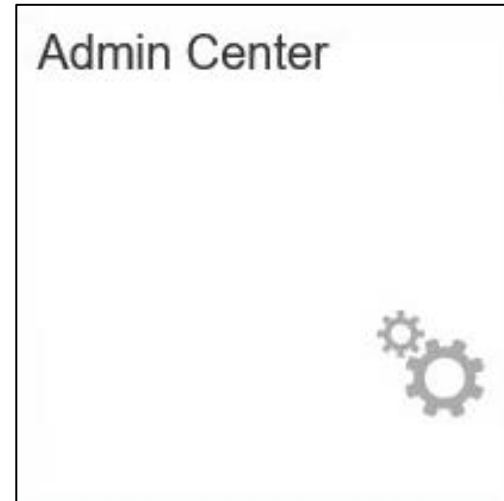
The “**Manage My Team**” tile enables Supervisors to:

- Track overdue courses of their direct reports
- Track the exact number of their direct employees
- Send email notifications to their direct employees to remind them of overdue courses
- Customize the template of notification emails sent to their direct reports
- Proxy into the accounts of their direct reports

## Additional tiles on the main landing page for LearningLink Supervisors only



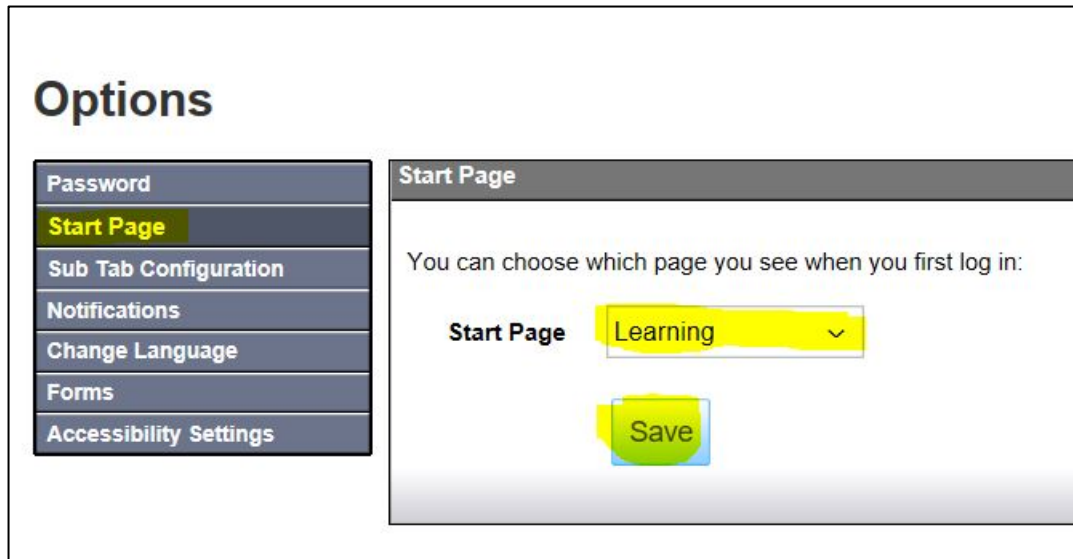
The “**Admin Favorites**” tile enables Administrators to favorite admin tools



The “**Admin Center**” tile enables Administrators to access their admin tools including their LearningLink admin page



# Changing my landing page



The screenshot shows a web interface with a sidebar menu on the left and a main content area on the right. The sidebar menu is titled "Options" and contains the following items: Password, Start Page (highlighted in yellow), Sub Tab Configuration, Notifications, Change Language, Forms, and Accessibility Settings. The main content area is titled "Start Page" and contains the text "You can choose which page you see when you first log in:". Below this text is a dropdown menu labeled "Start Page" with "Learning" selected and a downward arrow. A "Save" button is located below the dropdown menu.

Once you log into the main landing page, you will have the option to make LearningLink your landing page by navigating to:

- **Step 1:** On your main landing page, navigate to “Options”
- **Step 2:** Start Page
- **Step 3:** Learning
- **Step 4:** Set your Learning page as your main landing page and click on Save

## Contact information

Users who require assistance accessing LearningLink should contact the LearningLink Helpdesk at [learninglink@dol.gov](mailto:learninglink@dol.gov)