

## Login:

1. Go to <http://learn.gov.sk.ca>
2. To login the **first time**, please select **Forgot Password** to set your password
3. Your username will be the same one you use to login on your computer, generally referred to as your GOS ID (i.e. jsmith)
4. After three unsuccessful login attempts, your account will be locked and you will need to contact [learn@gov.sk.ca](mailto:learn@gov.sk.ca) to have it unlocked
5. Select **Logout** in the top right hand corner of the screen to end your session
6. For extra help, watch the **Getting Started Tutorial**, located on your **Home Page** or in your past classes on **My Dashboard**

## My Dashboard:

1. **My Dashboard** is your personal learning page and can be accessed by selecting the **Learn** logo, located on the top right hand corner of any page
2. **My Dashboard** displays courses that you have completed, as well as upcoming courses that you are enrolled in
3. From **My Dashboard**, you may select any of the links on the top of the page, including **Home Page**, **My Calendar**, **Learning Catalogues**, **Resource Centre**, and **My Profile**

## Finding Courses:

1. You may search for courses by selecting the **Find a Course** icon or the **Catalogues** icon
2. Select **Corporate Learning**, or **Highways and Infrastructure** (if displayed) on the left hand side of the screen to view all available courses
3. Select the course you are interested in for more details, select **Register** for the course you want to enroll in, and follow the instructions on the following page to enroll in the course

## Home Page:

1. When you first login to Learn, you will be taken to your **Home Page**
2. Your **Home Page** displays icons on the green banner at the top of the page, as well as in the **Shortcuts** list on the right hand side of the page to help navigate through the site
3. Select the **Getting Started** link in the **Shortcuts** list to register for **Learn**
4. Your **Home Page** can be accessed by selecting the **Government of Saskatchewan** logo at the top left hand corner of any page

## My Profile:

1. **My Profile** can be used to update personal information, password information, and security questions if you forget your password
2. **My Profile** displays all of the courses completed through **Learn**, as well as prior and external courses that you have completed

## Extra Resources:

1. The following links provide help videos and additional information about **Learn**:
  - a. Go to <http://www.employeeservices.gov.sk.ca/learningopportunities> and select **LEARN Overview**
  - b. Go to <http://employeeservices.gov.sk.ca/learningmodules/WelcometoLearn/story.html>
  - c. The **Getting Started Tutorial** and the **Orientation to Learn for Users** courses found in the learning catalogue
  - d. Help documents can be found by selecting **Resource Centre**, **Learn Resources**, and **Learners**