Signing In

1. Start Internet Explorer (recommended browser) and navigate to the myLearningPointe home page at www.mylearningpointe.com.

2. Be sure that pop-up blockers (within your browser and any installed toolbars like Google or Yahoo) are either turned off or set to always allow pop-ups from www.mylearningpointe.com.

3. Enter the User Name and Password provided by your site administrator in the fields to the right of the page and click the **Sign-in** button.

ⓘ If you have misplaced your Sign-in information, you can click the **Forgot your password** link. Enter your email address in the field provided and click the **Search** button. If your address is contained in your user profile, an email containing your Sign-in information will be sent to you. If you have not yet received your User Name and Password, contact your organization's site administrator.

ⓘ You may be prompted to change your password when you sign-in for the first time. If you see the screen below, follow the instructions to change your password.

My Inbox

When successfully signed-in, an inbox display similar to the one below will appear.

1. *My Training* - Displays courses (both online and classroom) assigned as required. The list of courses will display in the order they are due.

2. *My Profile* - This tab contains information available in the user profile. Your organization's settings will determine if this information is read-only or available for editing.

3. *Communication Center* - Contains useful links to additional portions of the system.

a. *Welcome Message* - Will open a small window with a welcome message from your organization.

b. *My Certificates* - Displays all course completion certificates available for printing.

c. *My Elective Courses* - Displays any online courses that have been assigned as optional.

d. *My Passed Online Courses* - Houses all online courses successfully completed, allowing you to review content if desired.

e. *My Transcript* - Displays your full training transcript that may be printed if desired.

4. **My Messages** - Contains any messages sent by your site administrator. If no messages are available, this section will not be visible.

Signing Out

When you are done using myLearningPointe, exit by clicking the Sign-Out tab.