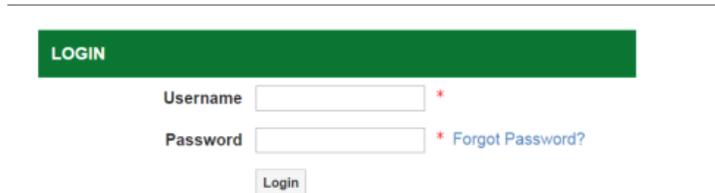


Welcome to Learn

1. Your first task is to log into Learn.

- <http://learn.gov.sk.ca> (click this link or copy and paste it into your browser)
- You will see this at the bottom of your screen:



A screenshot of the 'LOGIN' page. It features a green header with the word 'LOGIN' in white. Below the header are two input fields: 'Username' and 'Password'. The 'Password' field has a red asterisk and a blue link that says 'Forgot Password?'. A 'Login' button is positioned below the 'Password' field.

Login.

- To login the **first time**, please select **Forgot Password**.

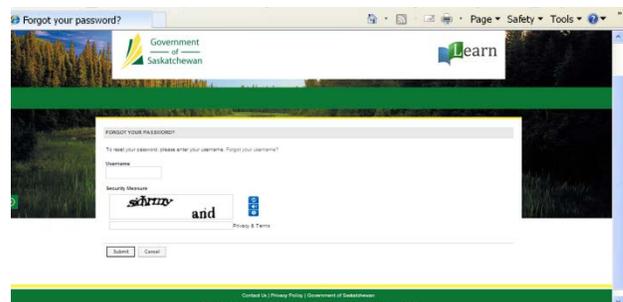


A screenshot of the 'LOGIN' page, identical to the one above, showing the 'Username' and 'Password' fields and the 'Forgot Password?' link.

- You will be redirected to a page that will prompt you to enter your username to allow you to set your password.

- Your username will be the same one you use to login on your computer. It is generally referred to as your GOS ID. (i.e. jsmith)**

- Complete the security measure, by entering the letters that show on the screen and then select **Submit**

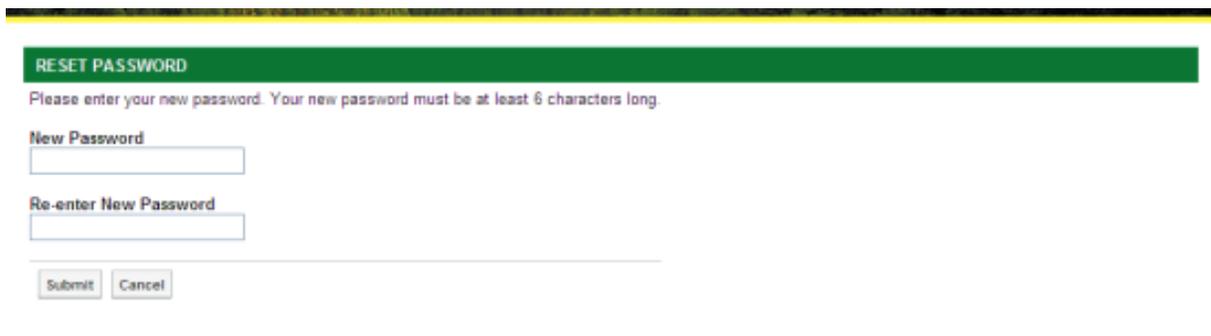


g. You will then see a screen that looks like this:



h. Check your email for instructions to set your password. The email will come from learn@gov.sk.ca.

i. Select the provided link, which will direct you to the following screen:



- j. For security purposes, please create a strong password:
- o It must have at least 8 characters
 - o It must contain at least three of the following character types: lowercase letters, capital letters, numerals, special characters
 - o It MUST NOT contain your User ID, your name, your work computer logon password or your email address.

Please note that your password will expire every 90 days.

Once you've changed your password, your computer will load the home page of **Learn**, which will look something like this:



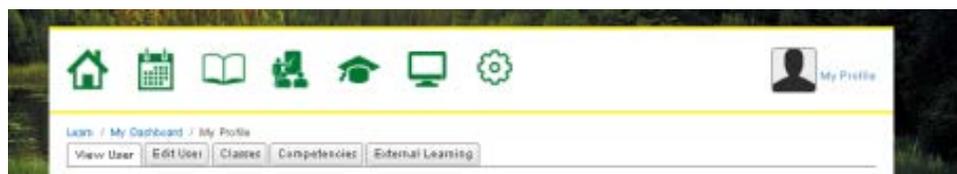
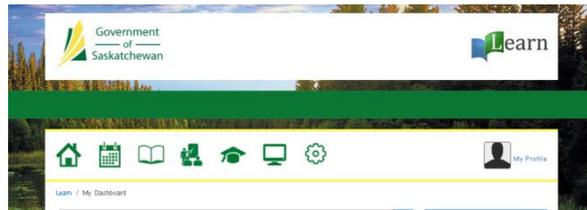
NEXT STEP

2. Set your security question

- a. To do this you must go to your dashboard (your personal page).
- b. You can get to your Dashboard from by selecting the **Learn** logo;
- c. Selecting it from the green menu bar above the picture, or,
- d. By selecting it from the shortcuts menu on the right bottom of the screen
- e. Select **My Profile** from the menu items found on your dashboard



- f. Select **Edit User**:



- g. Scroll down and you will see **Security Question**.
- h. Create a custom question or select from the list
- i. **Enter** your **Secret Answer** in the field below.

In future, should you forget your password, you can select **Forgot Password** from the log in page and answer your security question to reset your password.

Re-enter Password

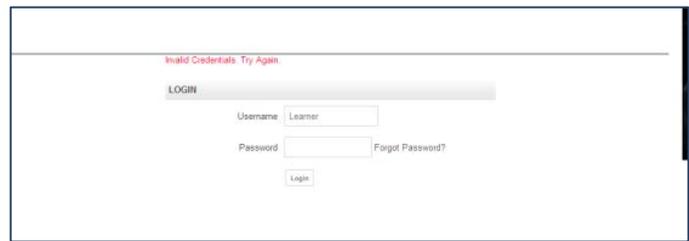
Security Question

Secret Answer (Leave blank to keep previous answer)

After three unsuccessful login attempts, your account will be locked and you will need to contact learn@gov.sk.ca to have it unlocked.

NOTE:

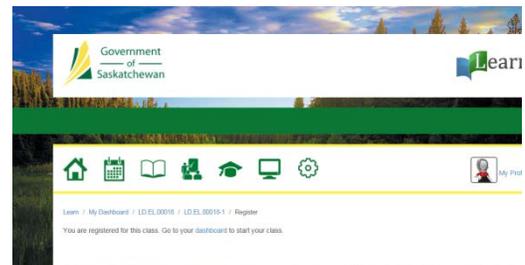
On occasion users have experienced the following message on the LOGIN page: **“Invalid Credentials Try Again”** If this occurs for you, please ensure you have entered the correct user ID and carefully retype your password. This message simply means that you have entered one of the two pieces of information incorrectly.



Take the tour:

1. Please select the **Getting Started Tutorial** button found under the home page picture. Once you select this button, you will be redirected to a page that looks like this:

The message on this page will tell you that you are now registered in the class and will ask you to go to your dashboard to begin the class. You can select the word dashboard or the dashboard icon 



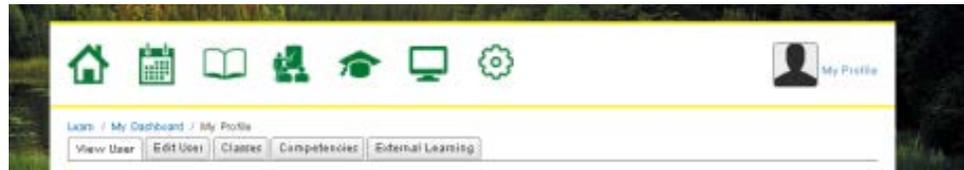
2. Under the green menu bar that states: **My Classes**, select the Launch Class button



3. This class includes audio, so you may want to use headphones.

4. Now that you've completed the tour and have created your security question, you may begin exploring the system further and registering for classes.

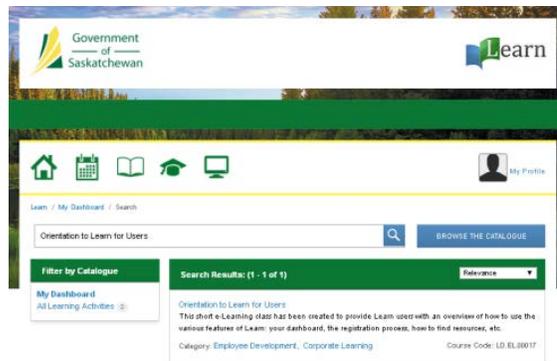
- a. We suggest you start by complete: **Orientation to Learn for Users** before you register for any other classes.



- b. To register in **Orientation to Learn for Users**, select the Catalogue icon from your dashboard.

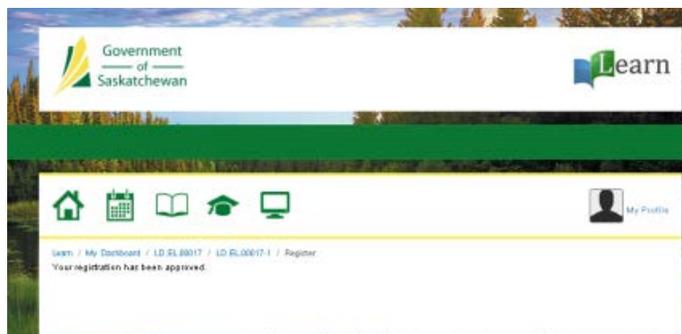
Or, you may enter the name of the class you are looking for into the search bar found below your dashboard icons.

- c. When you've found the course select the title of the class to find out when it is offered.



- d. Click on the **Register** button.

- e. You will see a screen that looks like this. Select the dashboard icon or the **Learn** logo in order to return to your dashboard to launch this learning.



- f. Scroll down on your dashboard page to the area called **My Classes**. Select the **Launch Class** button to the right of the class name and the class will begin by opening in a new window.



- g. Once you've completed **Learn User Orientation** you will be more familiar with the system and the various learning and resources available to you. Feel free to explore **Learn**, and see what it has to offer. Watch for new Announcements on your Dashboard and check back to the Home Page to review news stories about the system and available learning.

Last tips before we send you on your way:

When you log into the system, it always takes you back to the location from where you logged off. We suggest that before you log off, you always return to the home page.

By selecting the Government of Saskatchewan logo on the left side of your screen, you will always be returned to the home page of **Learn**.



Want to get back to your dashboard quickly? Select the **Learn** logo from the right side of the screen.



Come back to **Learn** often as new classes and resources will be added frequently.

Enjoy your experience on **Learn** and make sure to contact us immediately if you have any difficulties:

learn@gov.sk.ca

306-798-2344

The **Learn** Team
