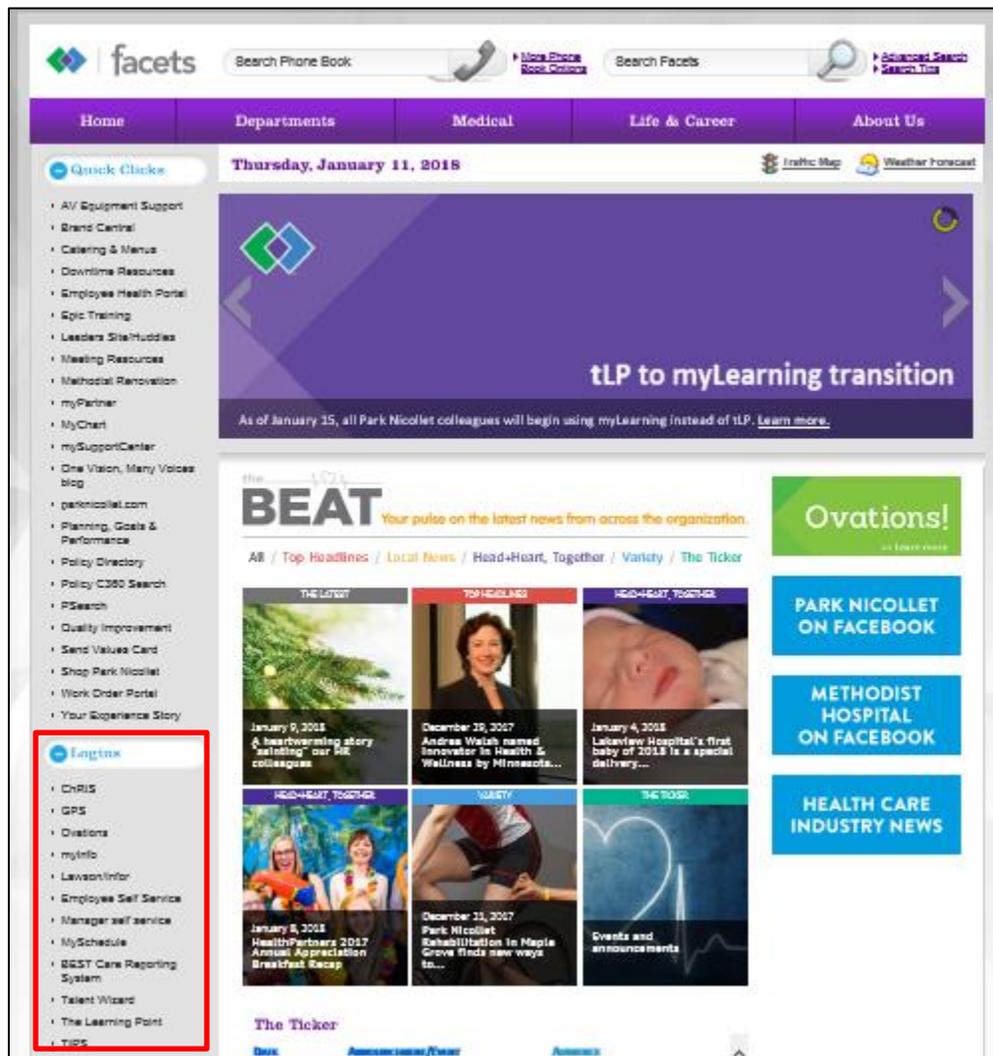


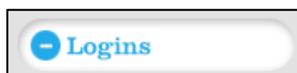
## How to Access myLearning

### From a Work Computer

1. Open a browser window to **Facets**



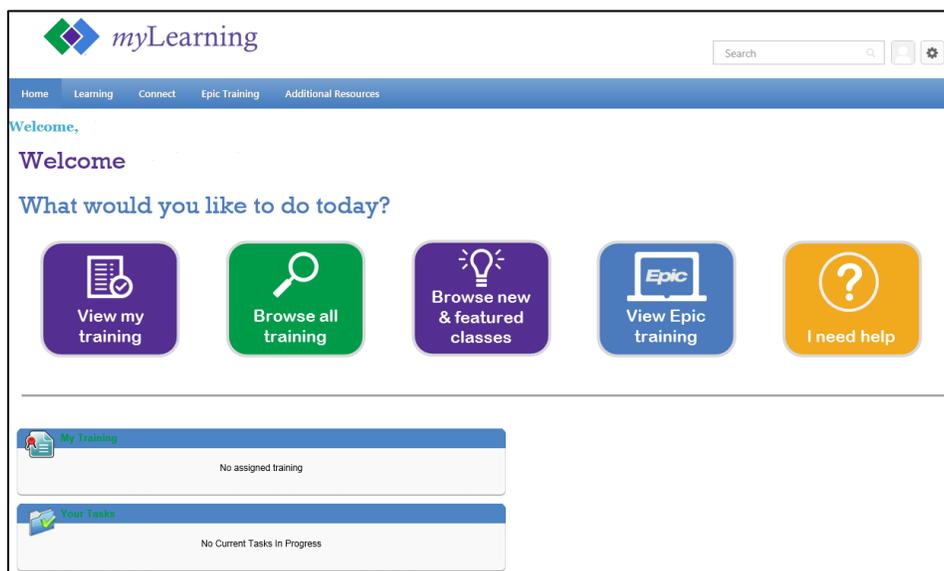
2. On the left side of the page, click on the myLearning link found under



3. myLearning login page below will prompt for User Name and Password

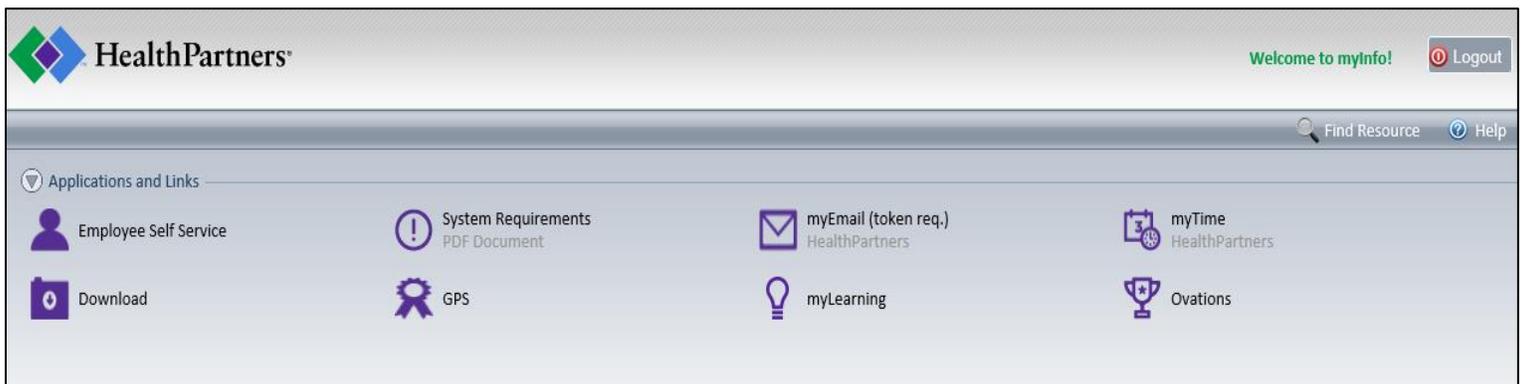


4. Use network login information to access myLearning account
5. This will take you to your personalized myLearning Welcome landing page.



## From a Personal Computer

1. Log into my myInfo → [myInfo.Healthpartners.com](https://myInfo.Healthpartners.com)
2. Employee Number and myInfo Password are required → If you do not know your myInfo credentials, please contact IS&T Support Center at 952-967-7000 for further assistance
2. Once logged onto myInfo, the applications below will be available



4. Click on  myLearning

5. A new window will open to the myLearning login portal



The image shows a login page for the myLearning Learning Management System. At the top center is the myLearning logo, which consists of a green and blue diamond shape followed by the text "myLearning". Below the logo is the title "Learning Management System". Underneath the title are two input fields: "User Name:" followed by a white rectangular box, and "Password:" followed by another white rectangular box. Below the password field is a blue button with the text "Sign in" in white. At the bottom left of the page, there is a section titled "Login to myLearning" with a bullet point: "• Within the HealthPartners Network: Login with your network username and password". Below this is a note: "It is not recommended to log in to myLearning through Citrix as the audio and/ or closed captioning may not be available." followed by a blue link: "Click here for more information about accessing and using myLearning."