

How to Access myLearning as a New Hire

From a Work Computer	From a Personal Computer		
	myInfo (Recommended)	External Login Screen	Remote Access
<ol style="list-style-type: none"> 1. Open a browser window to myPartner. 2. Go to myLearning from the Popular Links + (bottom left) of the myPartner page. 3. You will need your employee network ID and network password to sign in. 4. Once you are logged in, the page redirects to the myLearning landing page. 	<p><u>First time setup</u></p> <ol style="list-style-type: none"> 1. You must be on the HealthPartners network for myInfo first time set up 2. Before you can login, you will need to set up your myInfo password. 3. You will need your employee network ID and network password to sign in. 4. Once you are logged in, your employee number will display as your myInfo username. 5. Click the green button to set up your custom myInfo password. <p><u>Accessing myInfo</u></p> <ol style="list-style-type: none"> 1. Type (or copy/paste) http://myInfo.HealthPartners.com in the address field and press Enter. 2. Enter your employee number and custom myInfo password from step 5 to sign in. 3. Once you're logged in, click on the myLearning application. 4. You will need your employee network ID and network password to sign in. 5. Once you are logged in, the page redirects to the myLearning landing page. 	<ol style="list-style-type: none"> 1. Open a browser window. 2. Type (or copy/paste) https://healthpartners.csod.com/ in the address field and press Enter. 3. At the myLearning Login page, enter your employee network ID and the temporary password (Password1) to sign in. 4. Once you are logged in, you will be prompted to change your password. <ul style="list-style-type: none"> • The Current password is the temporary password (Password1). • Your custom New Password must meet all the criteria listed. 5. Once you save your new password, the page redirects to the myLearning landing page. <p><u>Future Use of External Login Screen</u></p> <ol style="list-style-type: none"> 1. Follow steps 1 – 2. 2. At the myLearning Login page, enter your employee network ID and your custom password from step 4 to sign in. <ul style="list-style-type: none"> • Contact mySupportCenter (952) 967-7000 for help resetting your password. 3. Once you are logged in, the page redirects to the myLearning landing page. 	<p>Remote Access is not available for all colleagues. If you would like to learn more about your whether or not you are eligible, talk with your leader.</p> <p><u>If you have already been set up with Remote Access:</u></p> <ol style="list-style-type: none"> 1. Open a browser window to myPartner. 2. Go to myLearning from the Popular Links + (bottom left) of the myPartner page. 3. You will need your employee network ID and network password to sign in. 4. Once you are logged in, the page redirects to the myLearning landing page.

For technical support, please contact [mySupportCenter](#) (952) 967-7000