

Utah Learning Portal

Welcome to the Utah Learning Portal. In an effort to better serve you, Risk Management developed this tool to help you access and track training provided by Risk Management. This guide explains how to create a user profile and get started within the portal

New User Registration

1. Click [here](#) to open the portal and get started
2. **Choose MST (GMT-007) for the time zone.**
3. Complete the required fields to create your profile
 - a. **For Security Keyword use: usu**
4. Follow the directions and steps for setting up your account.

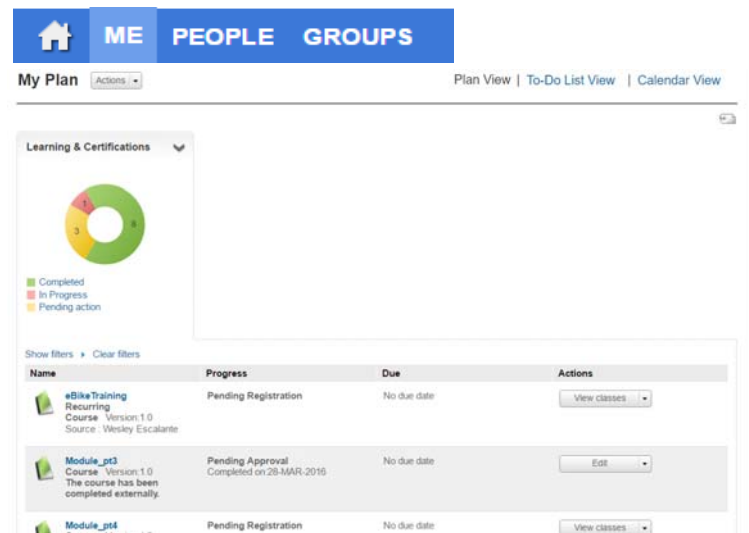


Getting Started

When you get to the home page all current training that you need to take can be found in the “My Learning” box. You may learn more about the classes or launch the training from here.



At the top of the screen you can select the “Me” Tab which will show you “My Plan”. This has your current training as well as completed training records. This also tracks all past completions so you will never lose your certificates again!



Name	Progress	Due	Actions
eBike Training Recurring Course Version 1.0 Source: Wesley Escalante	Pending Registration	No due date	View classes
Module_gt3 Course Version 1.0 The course has been completed externally.	Pending Approval Completed on 28-MAR-2016	No due date	Edit
Module_gt4 Course Version 1.0	Pending Registration	No due date	View classes