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!