



Accessing MyLearning

Information Guide

To access MyLearning, follow the steps below:

1. If you are not connected to the University network, please [connect to GlobalProtect VPN](#).
2. Login to [MyLearning](#).
3. Click '**View All**' in the **My Learning** tile on Employee Self Service page.
4. The **Current** tab will display all the courses you are enrolled for.
5. **Launch** the course to begin your learning.

Note: If you receive an invalid User ID and/or Password error message, please check that you do not have multiple PeopleSoft applications open in the same browser.

Please refer to the following page for a visual representation of the above instructions.

If you continue to encounter an error or issue, please contact the [HR Service Centre](#) (8313 1111).

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|----------------------------------|---|-----------------|---------------|-------------|
| Staff Learning Management System | MyLearning Information Guides | Effective Date: | 12 Sept. 2023 | Version 2.0 |
| Authorised by | Director Organisational Performance | Review Date: | 20 June 2024 | Page 1 of 3 |
| Warning | This process is uncontrolled when printed. The current version of this document is available on the HR Website. | | | |

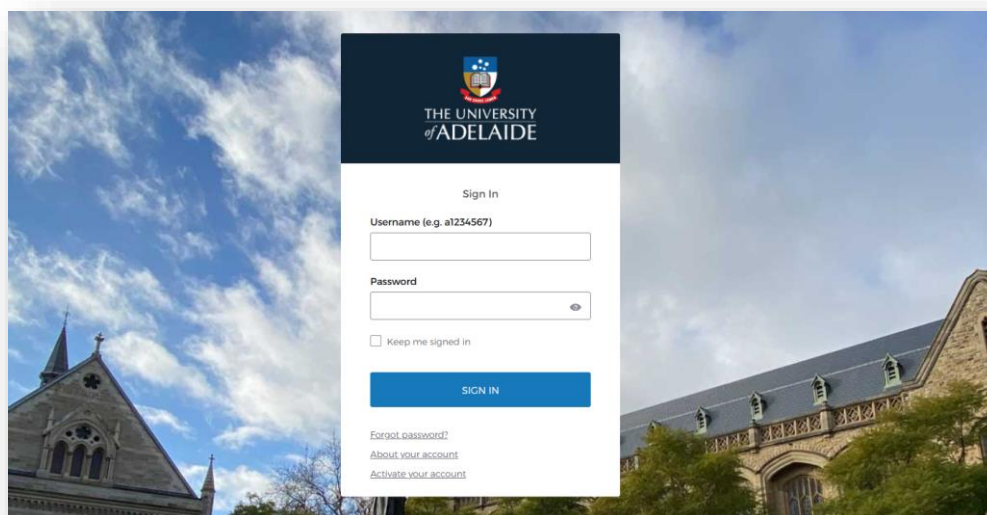


Accessing MyLearning

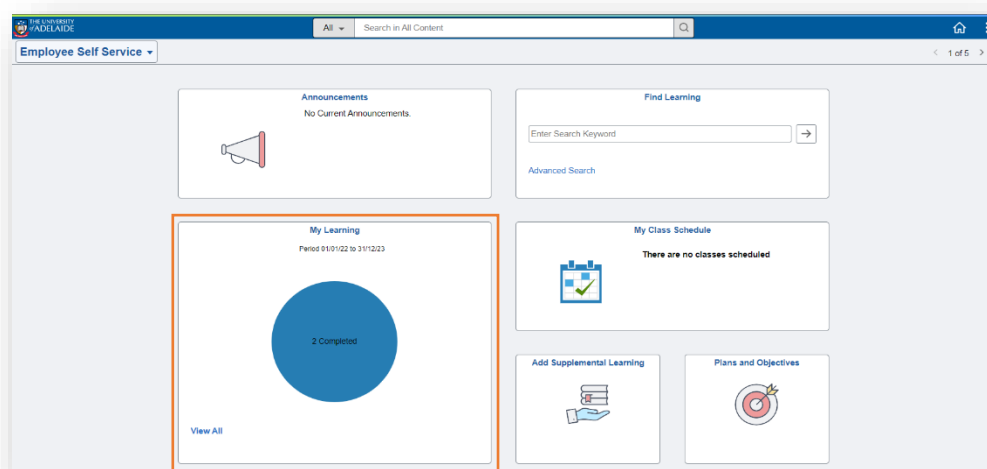
Information Guide (visual)

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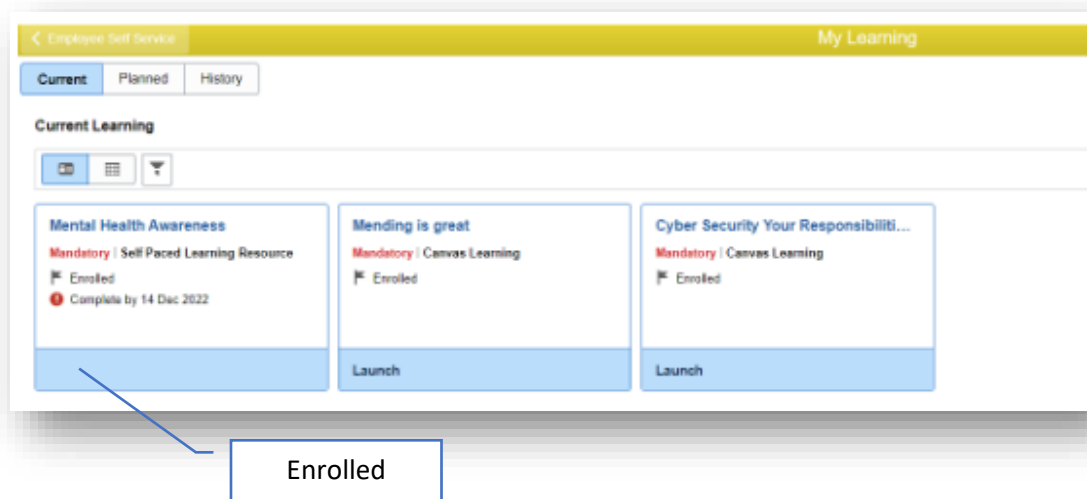
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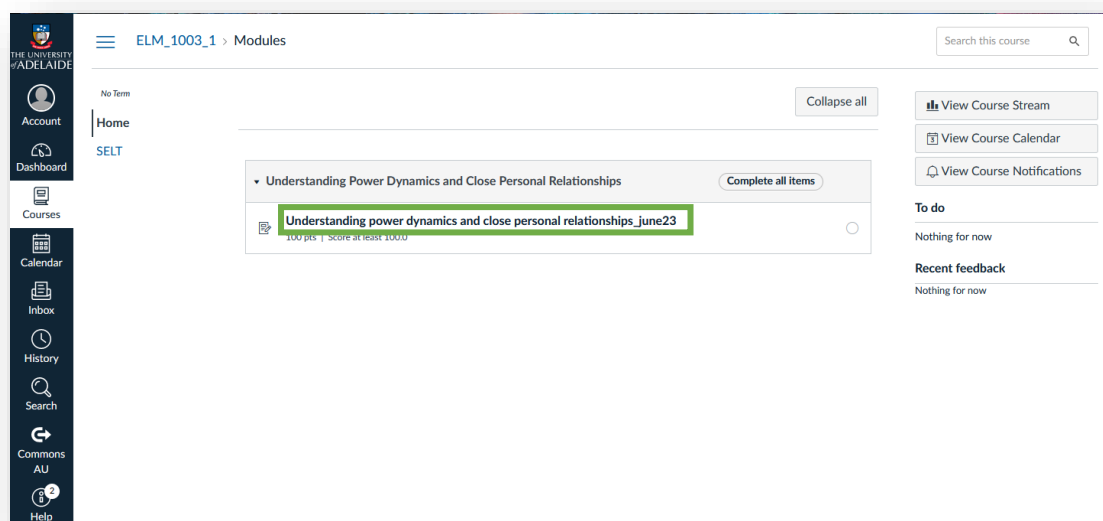
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