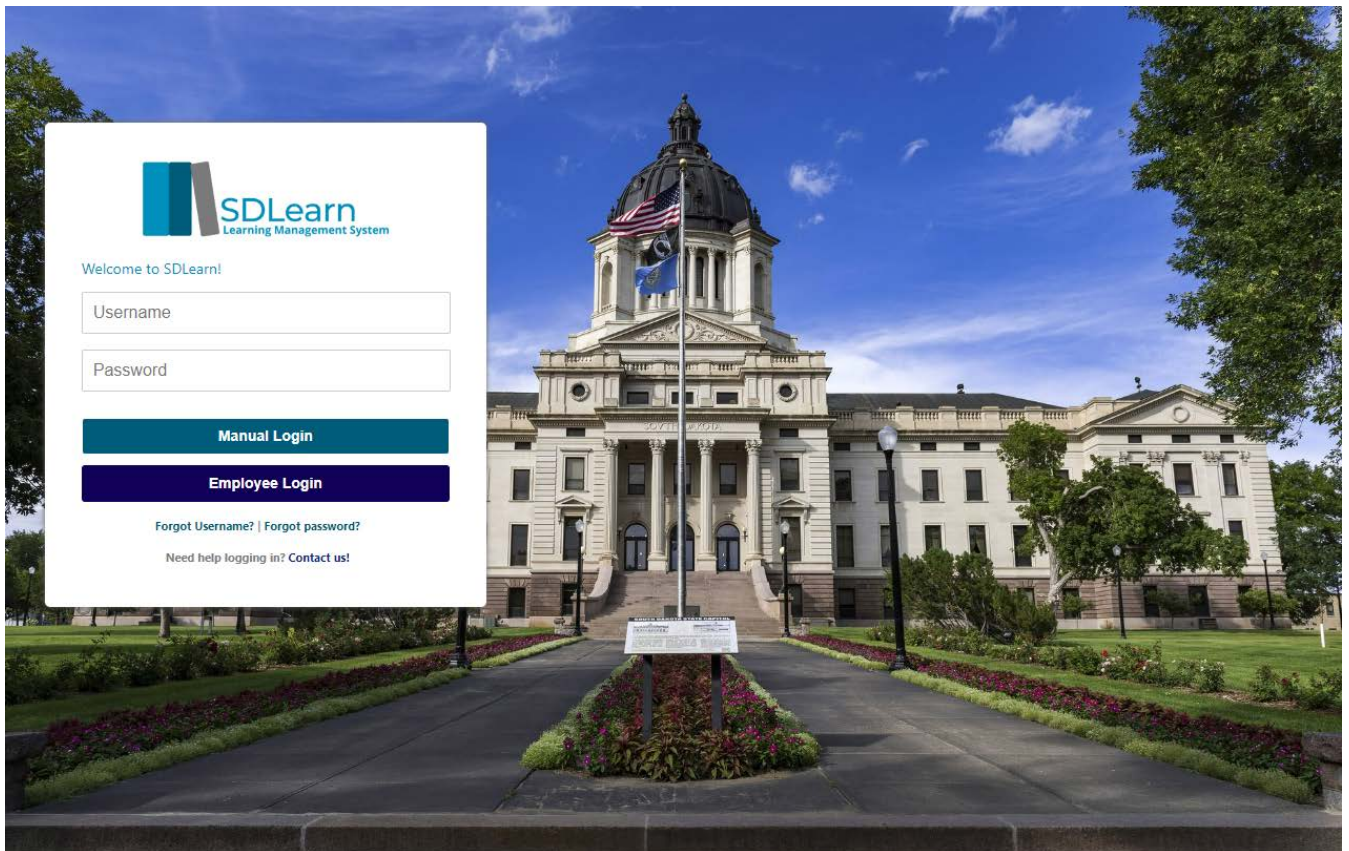# How To Log Into SDLearn

STEP 1

Go to SDLearn

STEP 2

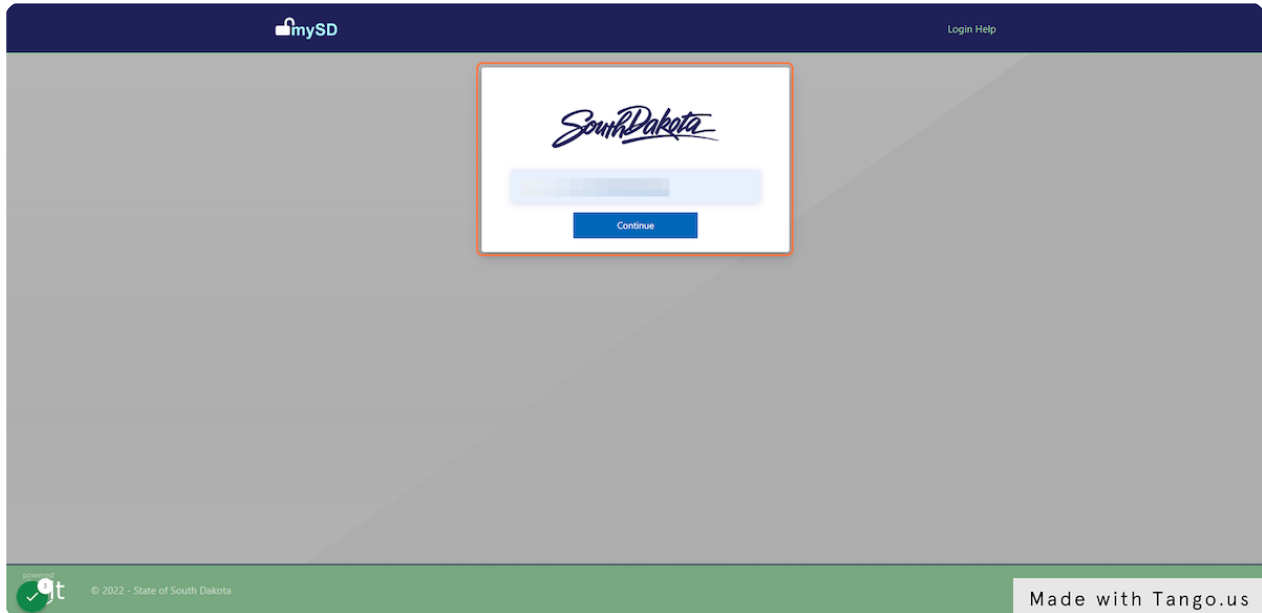## Click State of South Dakota Single Sign-On

STEP 3

Type in Email Address

You **MUST** use your @state.sd.us email address to log in. No vanity address or personal address will be recognizable in the system.
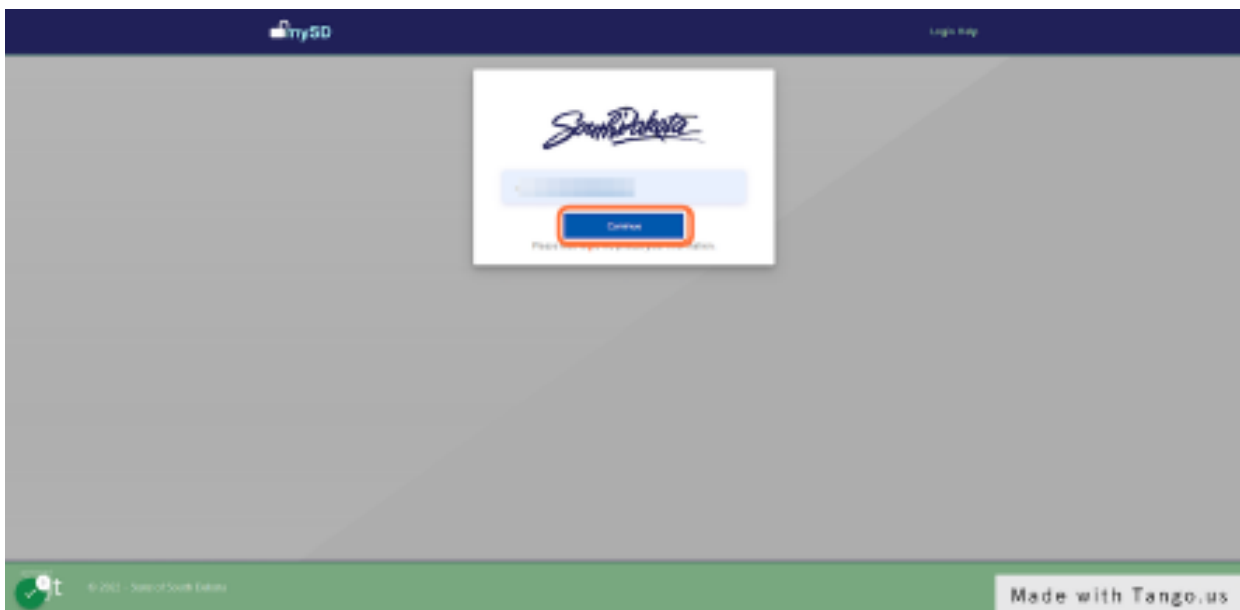
If you do not have a state issued email address, we will be notifying you at a later date with instructions on how to log in.

STEP 4

Click Continue

You may be asked to give your address following this step. This is only to finalize your set-up into the state's single sign on process. Please submit an address and you will be brought to the SDLearn welcome page.
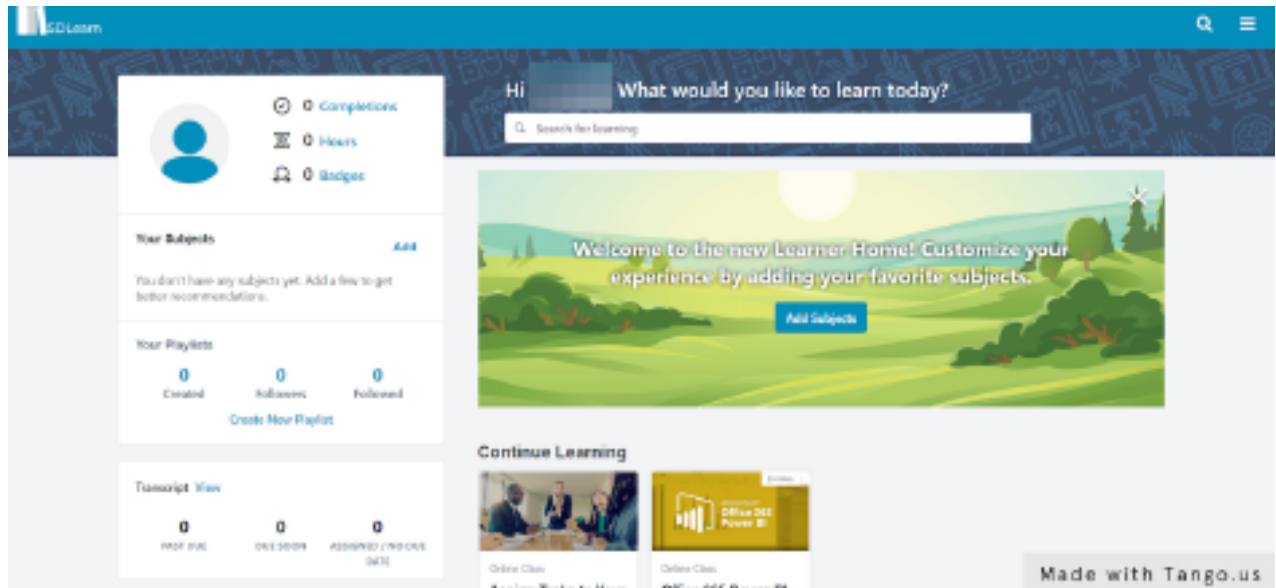
Click Search for Learning Opportunities

This button will bring you to the Learner Home Page.
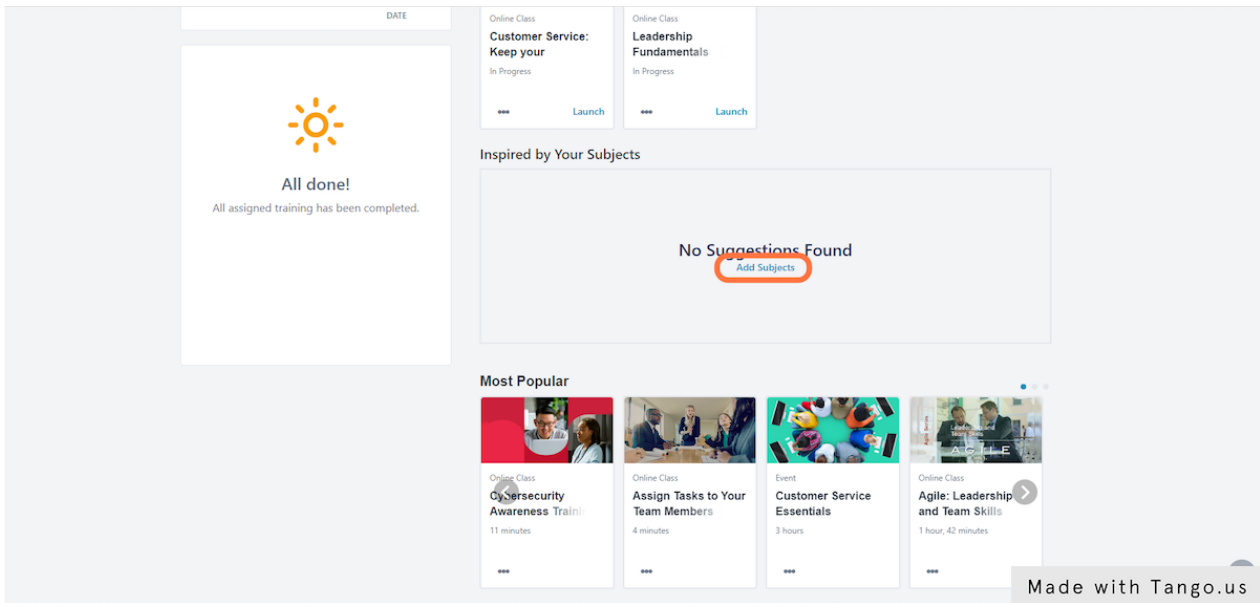
Search around Learner Home

Learner Home is where you can search for online training courses available to employees. Subjects vary so please spend some time looking around at the available titles in the catalog.

Scroll Down and click on the Add Subjects Button

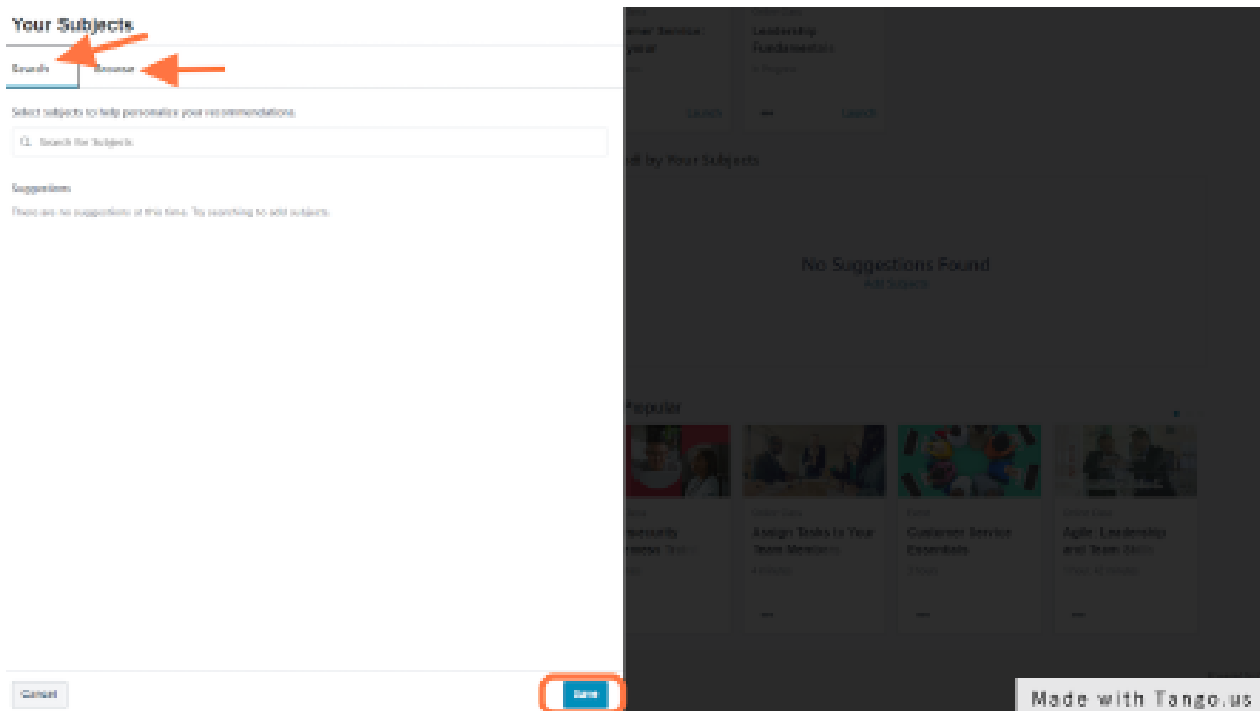## Select Your Subjects

You can select your subjects in two ways: by searching and typing in the subjects you are interested in or by browsing a list of subjects and selecting the ones.

When you are finished click Save

STEP 9

Your Subjects now show up on the Learner Home Page

You can go back and update your subjects at any time by clicking the edit button in the Your Subjects box.

STEP 10

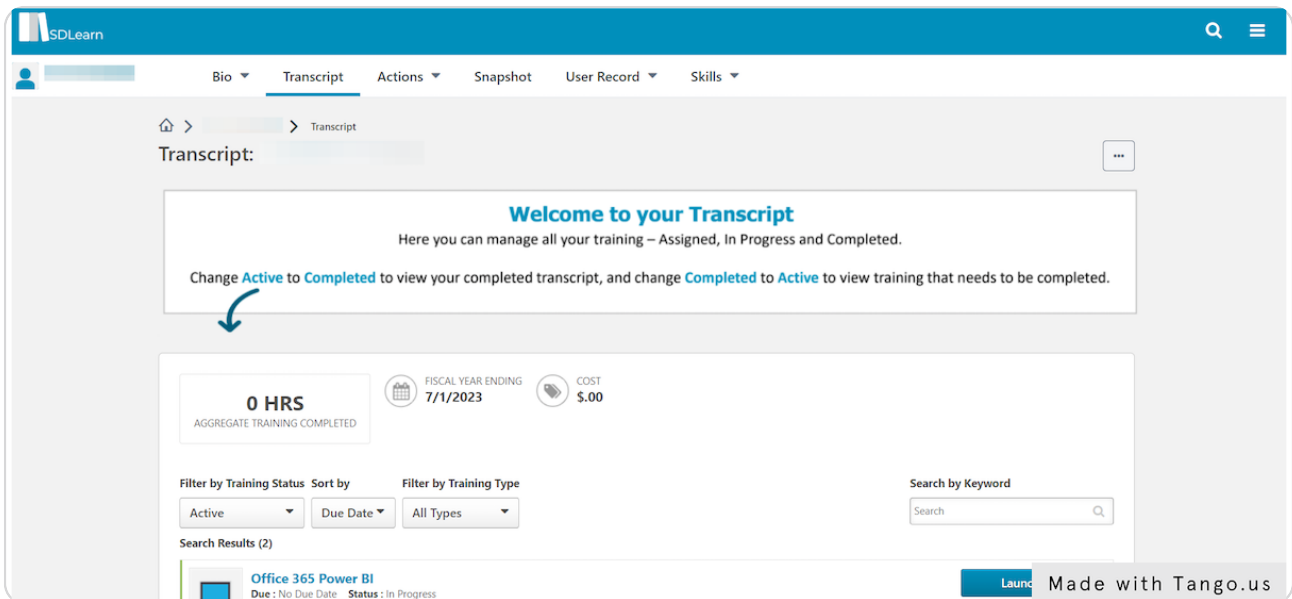## Click Logo to head back to the welcome page

Click View Transcript

This section will bring you to your preferences and past training history. This section will be empty until you spend some time on the system.
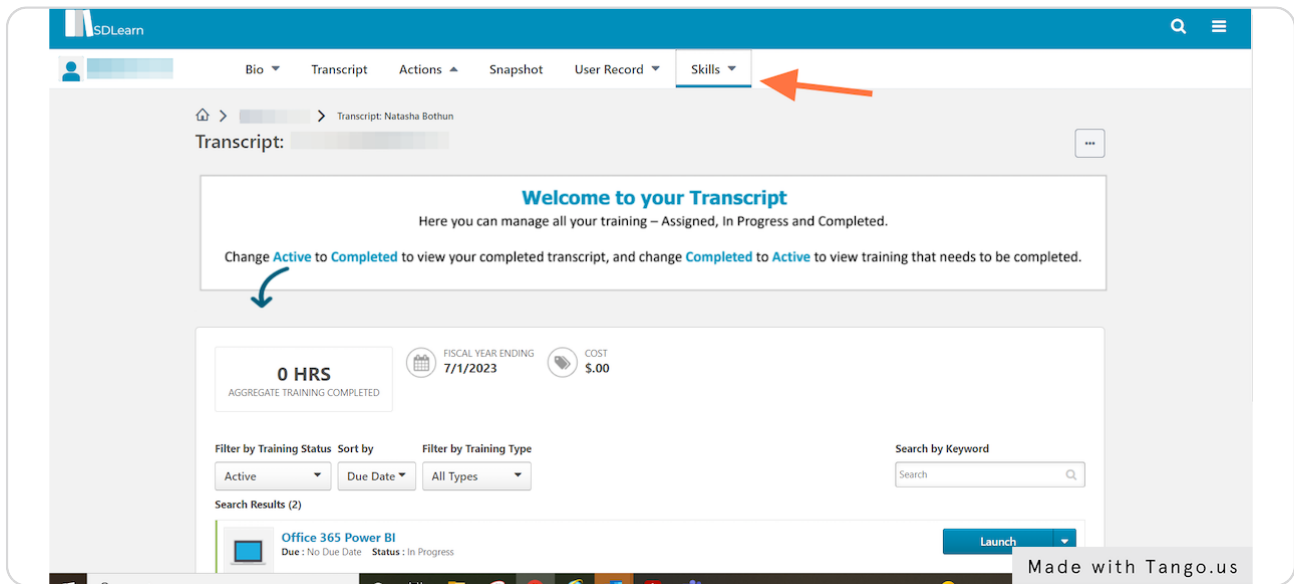
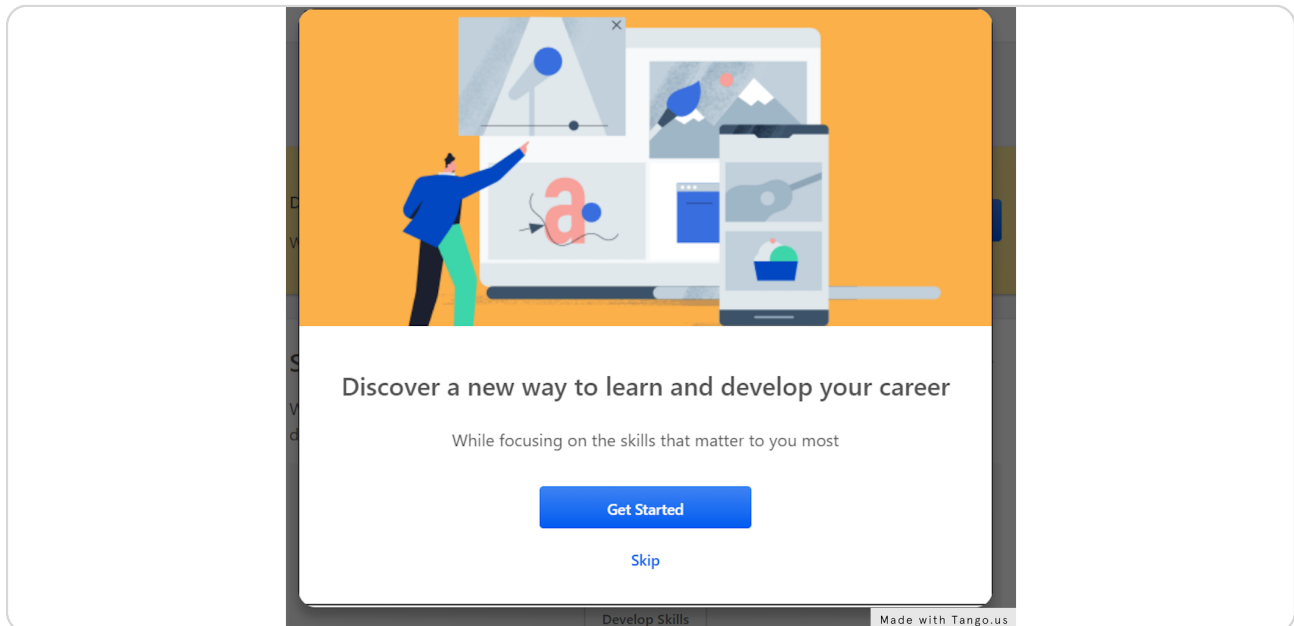## Search the Transcript Page.

Click the Skills drop down.

Follow the steps to select your preferences.

The system will recommend courses to you from your job title but development interests go beyond your title. Please take a few minutes to help the system identify other courses that may interest you.
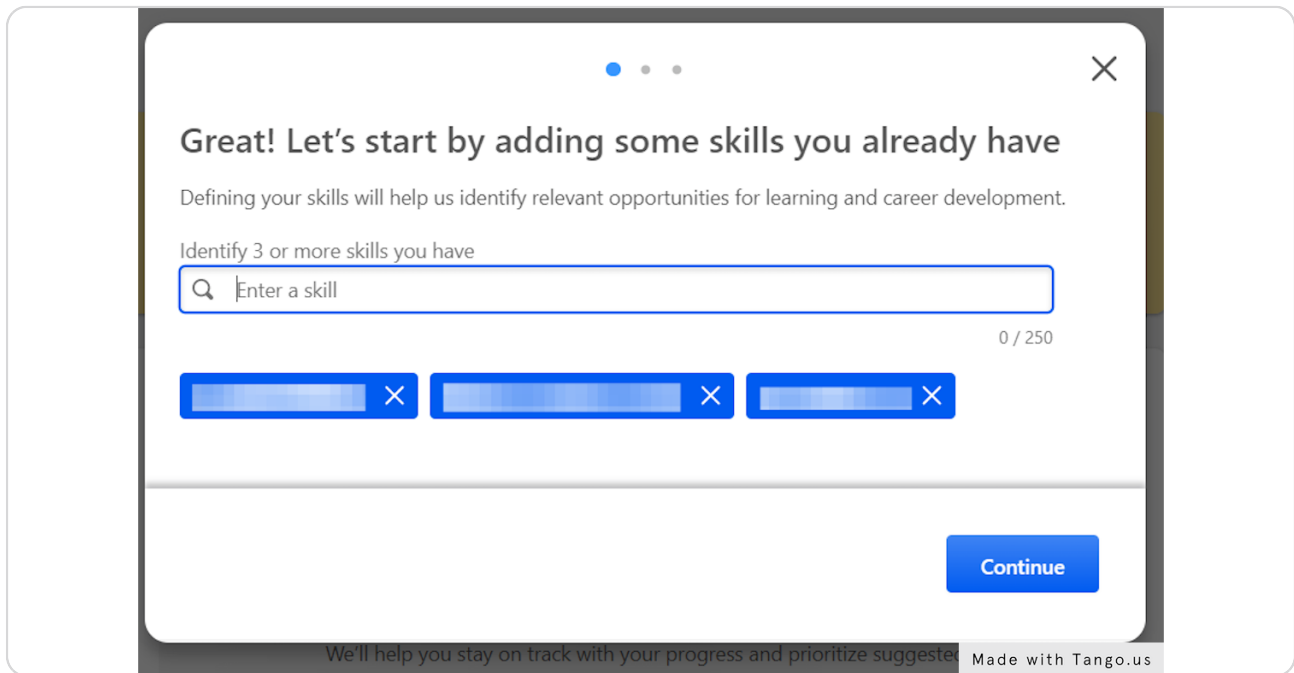
Type in your current skills.

As you type, skills will populate below for you to select. Once you have selected your skills, hit Continue.

Next, type in a skill or skills you would like to develop.

Finally list any skills you do not want to develop.

Push Finish

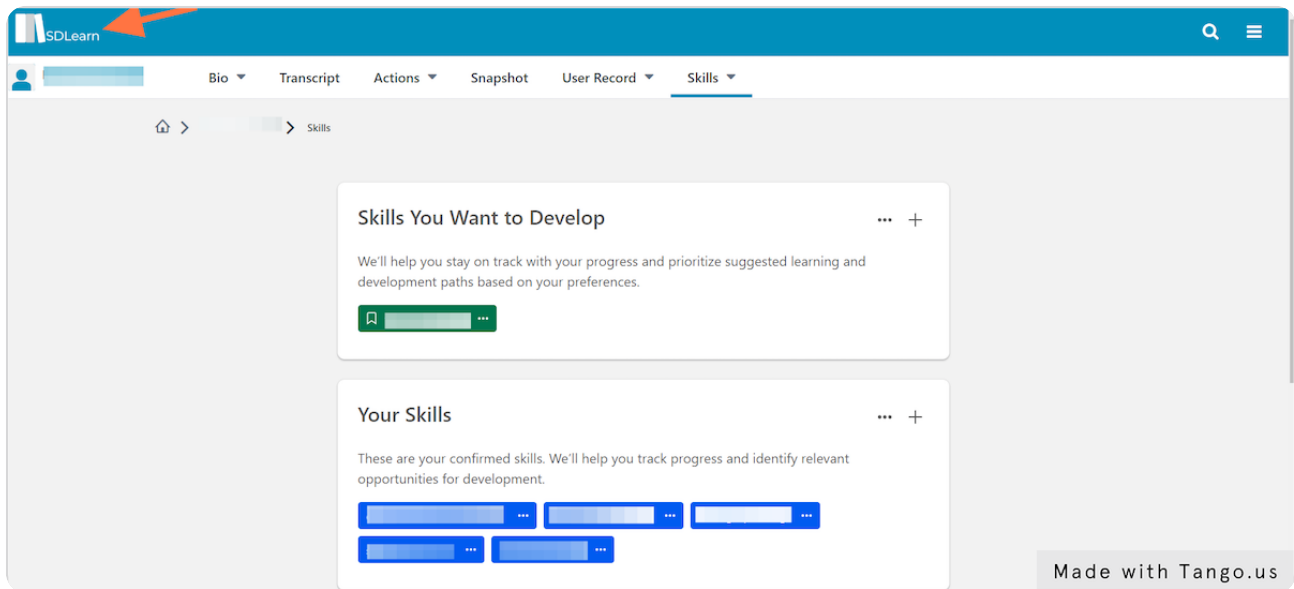Do not worry, you can go back to this page at anytime and update your preferences.

Click on Logo

Click View Upcoming Classes

Search around the calendar for all In-person or Virtually In-Person Courses coming up. Register for these course by double clicking on the course.

Please Note *Any course with a fee will need approval by your supervisor before you are registered. When you select register, an email will automatically be sent to your manager for their approval. If it is approved, you will received a notification that you have been enrolled.

STEP 22

Click the three lines

These three lines are your navigation bar. Instead of going back to the welcome page, you can also use this button to navigate around the system.

Made with Tango.us
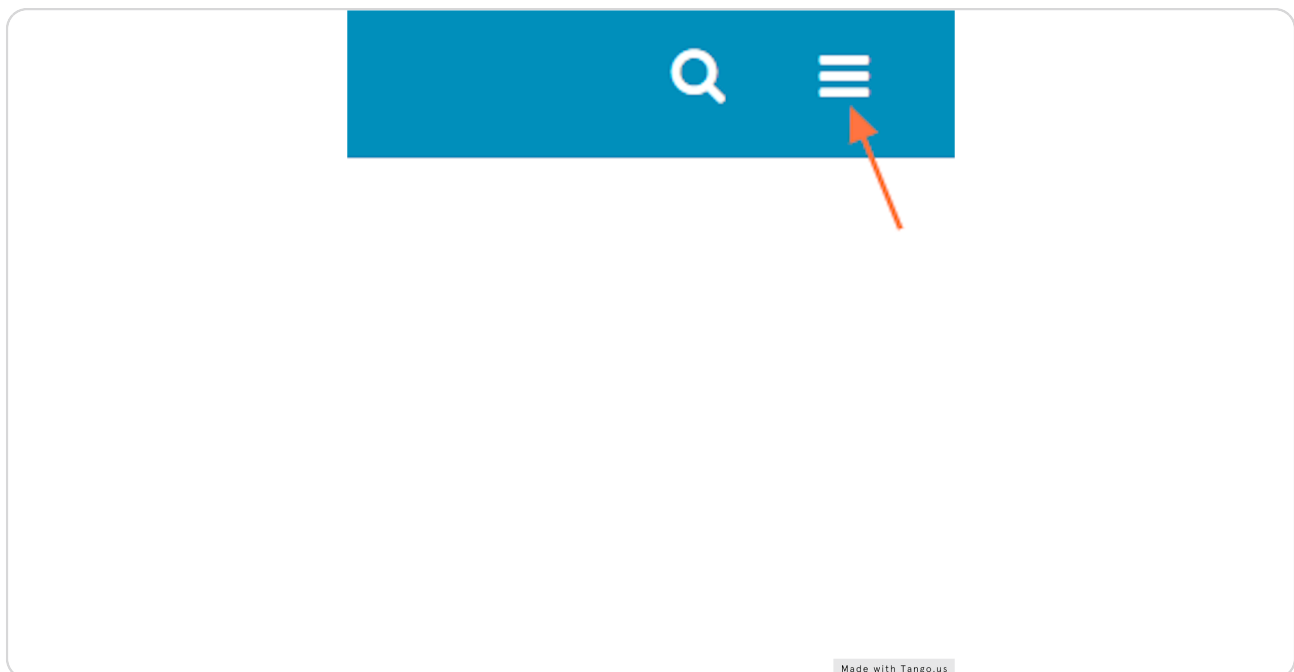
FYI – If you are a supervisor, your welcome page will have a fourth button.

The Approve Training Request Button for managers.

Enjoy Your New LMS!