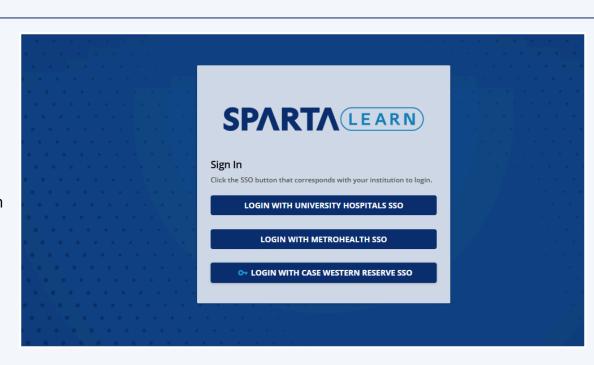
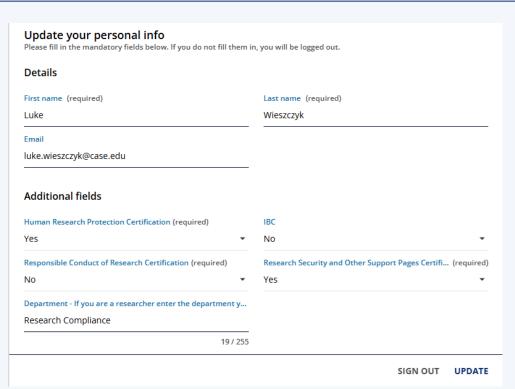


## **SpartaLearn New User Directions**



- Navigate to SpartaLearn.case.edu
- Click the SSO button that corresponds with your institution and login



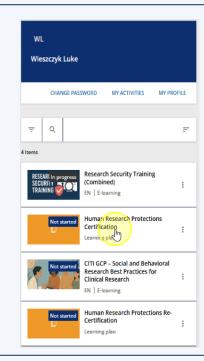


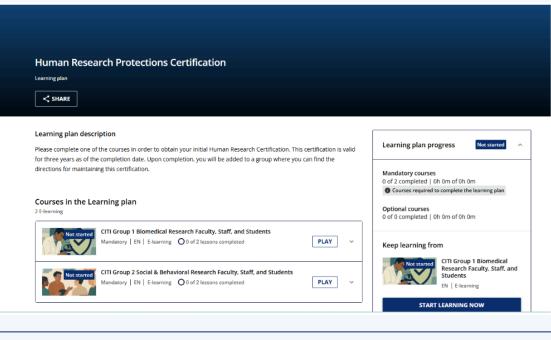


- Update your personal information.
- The additional fields will automatically enroll you into the training listed.
  Select "Yes" if this is training you need to take.
  Note: depending on your institution there may be more additional fields than displayed here.
- Click "Update" when finished.



- Active courses can be found on the left side below your profile name. Simply click on a course to begin.
- If you need to add additional required training from the login page click "My Profile" to edit.





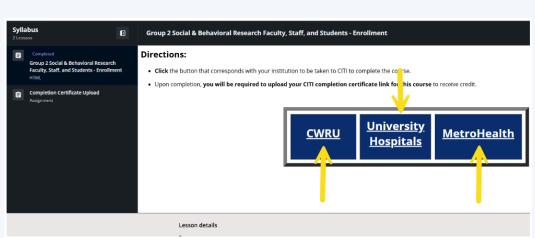
 After selecting a course or certification, you can now begin

4

 Read the directions carefully as each course/certification has different requirements.



- Some courses will integrate with external training sources such as CITI Program which is depicted in this screenshot.
- Make sure that you select the same SSO integration you used to login to SpartaLearn.





## SpartaLearn Homepage

