LEARNING ZONE

CANADA POST / POSTES CANADA

Employee first time login: Accessing the system

You can access the Learning Zone through existing Canada Post learning channels such as Intr@Post, the ESS Portal or the Learning Centre laptops. You can also go directly to the Learning Zone by typing this link into your web browser:

https://performancemanager4.successfactors.com/sf/elarning?bplte company=S000016952T1

Note: you are encouraged to save this link to your Favorites; If at a digital learning laptop, the Learning Zone will automatically appear.

First time users of Learning Zone must:

1. Enter **Employee ID** into the **Employee ID** field. If you do not know your employee ID, click:

    Forgot Employee ID? and an image will appear that directs to your employee ID on your access badge.

    Do NOT include the leading zeros at the beginning of your ID.

2. Re-Enter the **Employee ID** into the Password field.

3. Click **Sign In**.

A new password screen will open. You will need to create a personal password to access the Learning Zone the next time you login.

Employee first time login: Creating a unique password

Password Change

⚠ Please update your password.
To change your SuccessFactors password, enter your current password and type in a new password.

* Passwords must be from 2 to 20 characters long.
* Passwords are not case sensitive.
* They are not required to be mixed case.
* Passwords do not have to contain non-alpha characters such as numbers or symbols.

Current Password:	••••••	1
New Password:	••••••	2
Repeat New Password:	••••••	3

4 → Save

To create a unique password:

1. Re-enter your **Employee ID** into the **Current Password** field.

2. Enter in a **new password** into the **New Password** field. The password:
   * Must be from 2 to 20 characters
   * Is not case sensitive.

3. Re-enter your **new password** into the **Repeat New Password** field.

4. Click the Save button.

Employee first time login: Selecting a security question and answer

All users must select a security question and enter an answer.

This information will be used to help you should you fail to remember your password at a future date.

To select a question and input an answer:

1. Click the drop down menu and select a question.
2. Input an answer to the question in the answer field.
3. Click **Save**.

Your security question and answer will be saved in the system.

Employee first time login: Accessing your learning plan
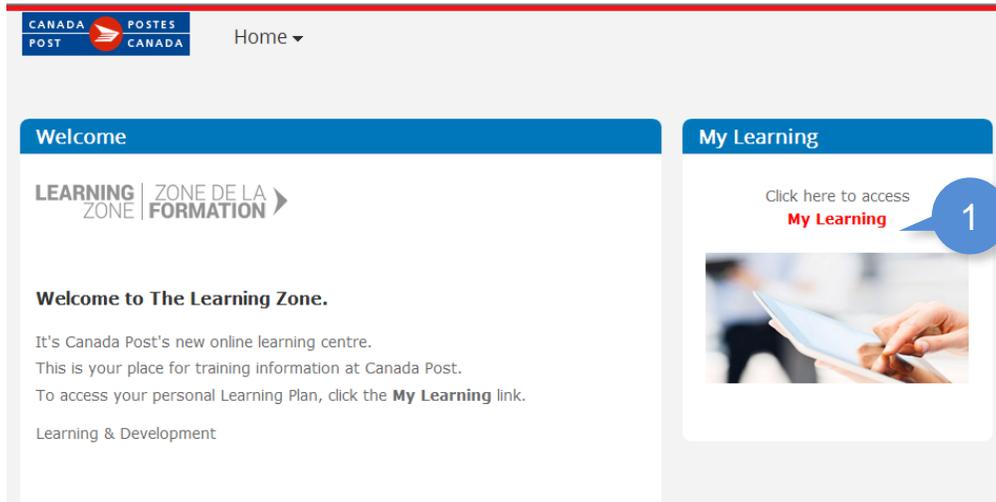
To access Learning Zone the first time you login:

1. Click the **My Learning** link on the screen.

You will enter the Learning Zone and be able to navigate My Learning homepage.

2. Click **Help** to access job aids to help you navigate the Learning Zone.

3. **My Learning Assignments:** This tab shows all the learning courses that have been assigned to a specific user. Courses are listed with their respective descriptions and due dates.

4. **Start Course:** To start digital course, click Start Course. The course will launch in a new window.