

Login to My Learning for Non-Mayo Employees

1. In My Learning, your Username is your Person ID (PERID). PERID can be found through the Mayo Clinic Directory. **You can look this information up in the directory by going to the intranet homepage, click on people in the upper right hand corner of the window and typing your LAST NAME into the box as shown below.**




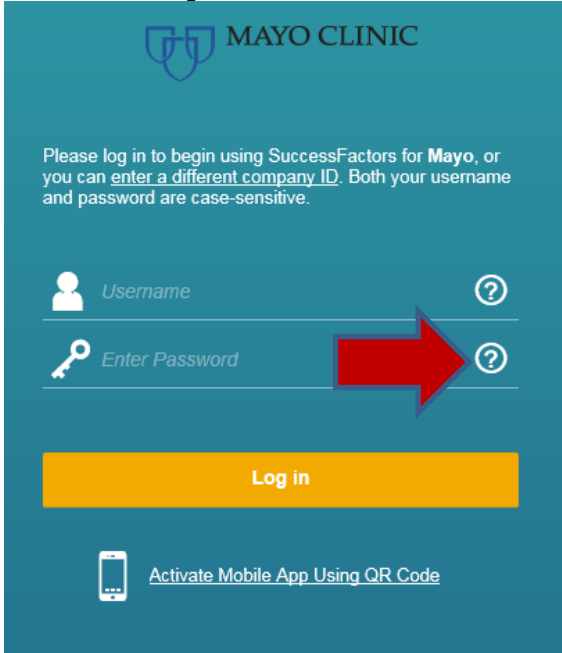
2. In the online Quarterly Directory, select the correct name from the list. Next to **Identifiers**, click **Show** to display information. **You will need the 8-digit Person ID. That is the “User Name” for My Learning log in.**



3. Launch **My Learning** using the link below:
<https://performancemanager8.successfactors.com/login?company=Mayo>
4. If/when the screen below appears, use the link on the bottom line, “If no, then click here...”
Anytime the above screen appears, select the link on the bottom line.

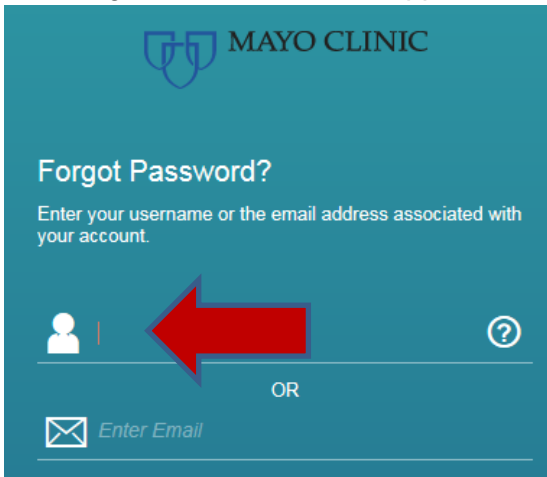


5. At the main log in screen, click the  in the **Enter Password** field.



The image shows the Mayo Clinic login screen. At the top is the Mayo Clinic logo. Below it, a message says: "Please log in to begin using SuccessFactors for Mayo, or you can [enter a different company ID](#). Both your username and password are case-sensitive." There are two input fields: "Username" with a person icon and "Enter Password" with a key icon. Both fields have a help icon (a question mark in a circle) to their right. A red arrow points from the "Enter Password" field to its help icon. Below the fields is a yellow "Log in" button. At the bottom, there is a mobile app icon and a link: "Activate Mobile App Using QR Code".

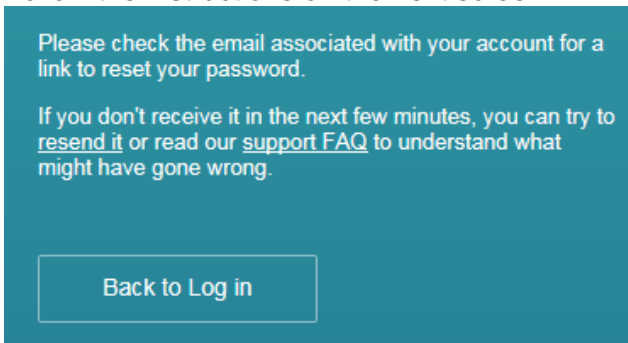
6. The Forgot Password screen appears. Enter your 8-digit **PERSON ID**.



The image shows the "Forgot Password?" screen. It has the Mayo Clinic logo at the top. The title "Forgot Password?" is followed by the instruction: "Enter your username or the email address associated with your account." There are two input fields: one with a person icon and another with an envelope icon. A red arrow points from the "Enter Email" field to the "Enter Username" field. Below the fields is an "OR" separator. Both fields have a help icon (a question mark in a circle) to their right.

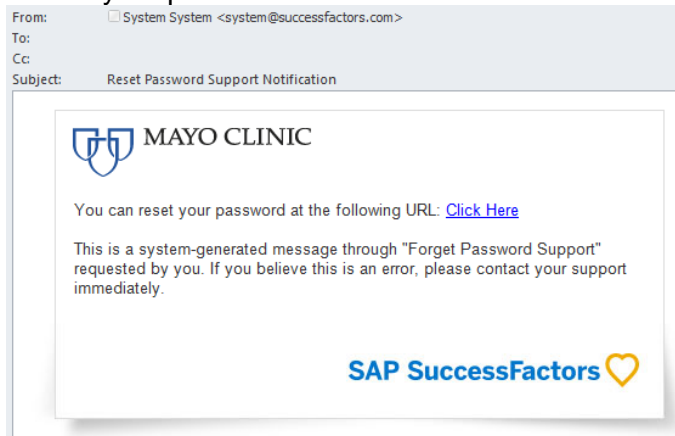
After typing your 8-digit **PERSON ID** in the **USERNAME** field, click RESET.

7. Follow the instructions on the next screen.



The image shows a screen with instructions for resetting a password. It says: "Please check the email associated with your account for a link to reset your password." Below that, it says: "If you don't receive it in the next few minutes, you can try to [resend it](#) or read our [support FAQ](#) to understand what might have gone wrong." At the bottom is a button labeled "Back to Log in".

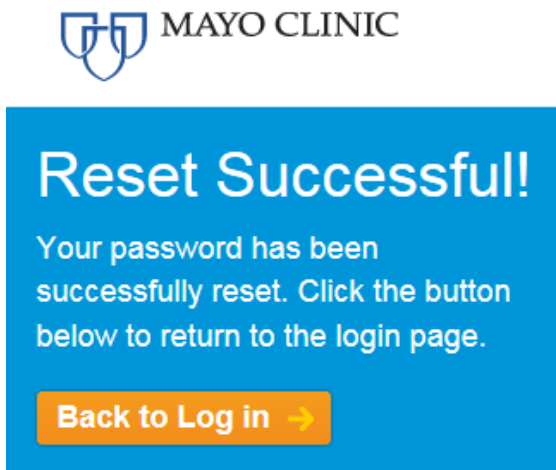
8. **Go to your Outlook mailbox.** Open the Password reset email and click the link (**Click Here**).
Create your password.



IMPORTANT: Remember this password as you will need it to log on every time.

Note: You only need to follow Steps 1-4 for the **initial logon** or if you **forget your password**.

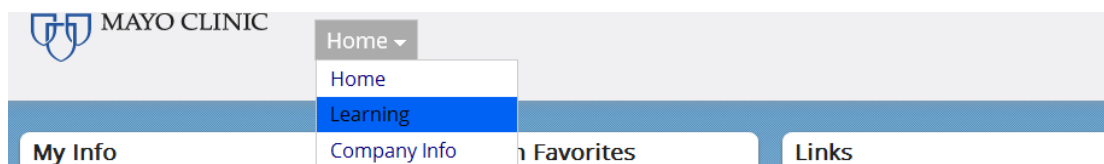
9. Click **Back to Log in** on this screen.



10. Remember, if you return to the screen below, choose the **bottom line** link.



11. Logon with your Username (**8-digit PERSON ID**) and new Password.
Note: If you are asked for a Company ID at any time, type **MAYO**.
12. You are now logged into My Learning. To access learning content, choose **Learning** from the menu.



13. One more final spot to enter information. After you create a PIN number, (your choice) you are on the Learning page. **Note:** The PIN prompt only appears at the first-time login. Remember this pin for future My Learning prompts.
- On the Learning page of My Learning, look on the **History** tile to see your learning history (previous Pathlore items are included). Hover over the upper right-hand corner of the history box to expand the tile.
 - Enter keywords in the search box under **Find Learning** to find classes, online education, etc. Sign-up for scheduled offerings or take desired online modules.
 - If you have assignments (system or supervisor assigned), they are displayed on the **My Learning Assignments** tile.

