A Guide to Starting Your Online Annual Training

Step 1. Go to https://okta.brightspringhealth.com/

Step 2. Log in to your Reach Account

- **Username: (Your Employee ID#)**
- **Password: (your chosen password when creating account)**

***If unable to login please return to link tree and follow steps on REACH password reset before returning to these steps**

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Step 3. Click on PATH
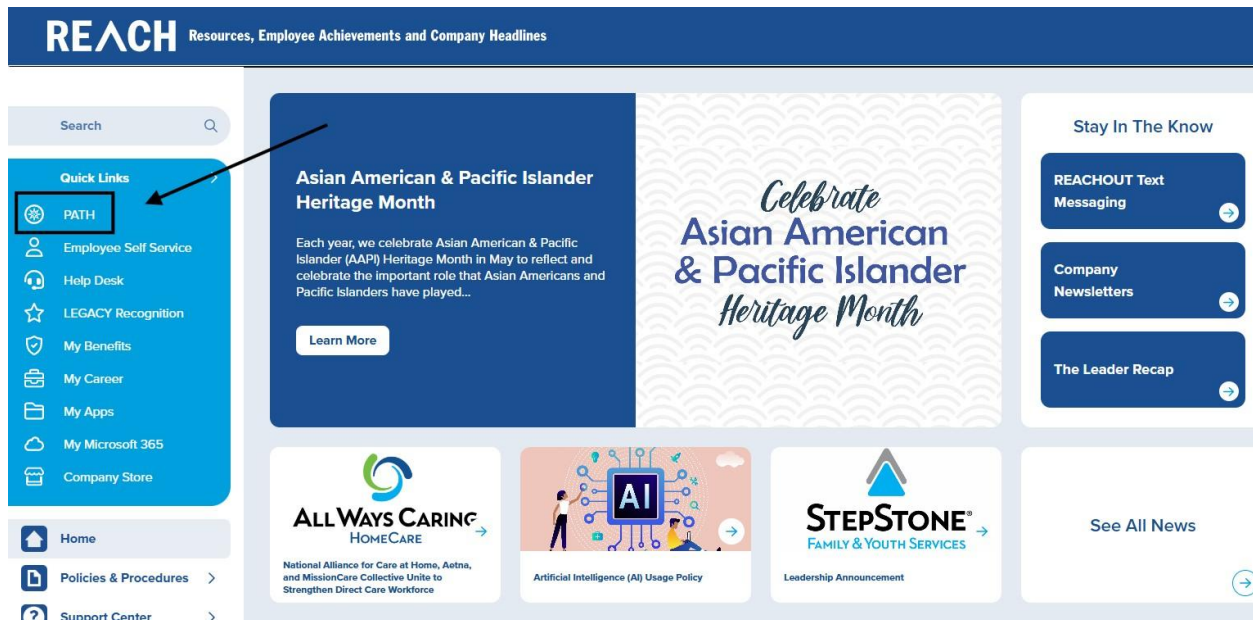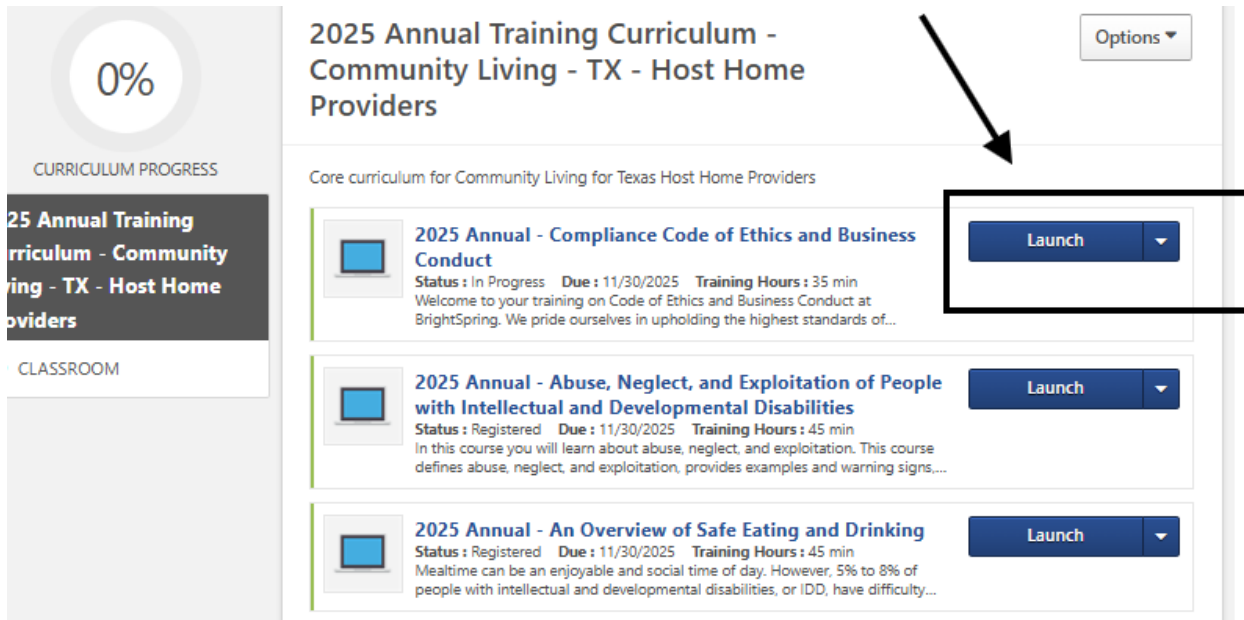

Step 4. Click on My Training

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Step 5. You will see your 2025 Annual Training Curriculum. Click Open Curriculum

Step 6. Click on Launch to start your training video. You will need to complete all 7 classes to complete the online annual training.

Step 7. Once you complete the annual training, you will need to sign up for the in-person portion of the Annual Training located at the office to complete the in-person class.

- **Sign up link for In-Person Annual Training**

If you require any other assistance, please reach out to the HR Staff by submitting a Technology Help Form