

# 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**

Connecting to **REACH**  
Sign in with your account to access REACH



BRIGHTSPRING  
HEALTH SERVICES

Sign In

Username  
EmployeeID or Windows Login

0434069

Password

.....

☐ Keep me signed in

Sign in

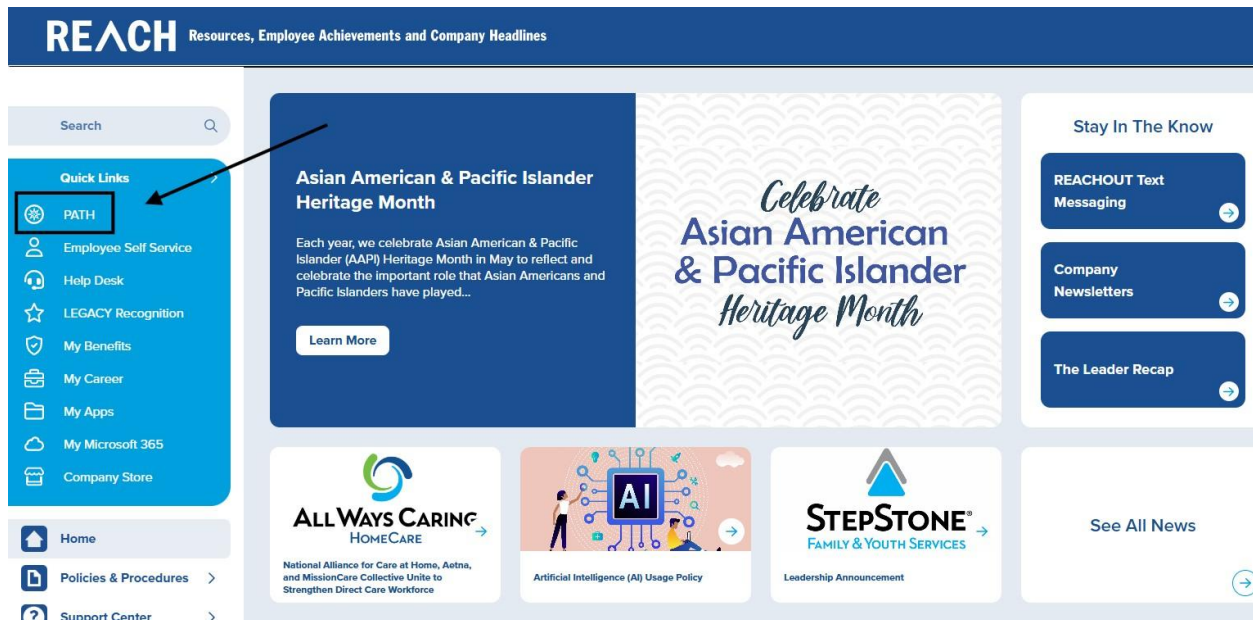
[Forgot my password?](#)

[Unlock my account?](#)

[Sign In Help](#)

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### Step 3. Click on PATH



### Step 4. Click on My Training

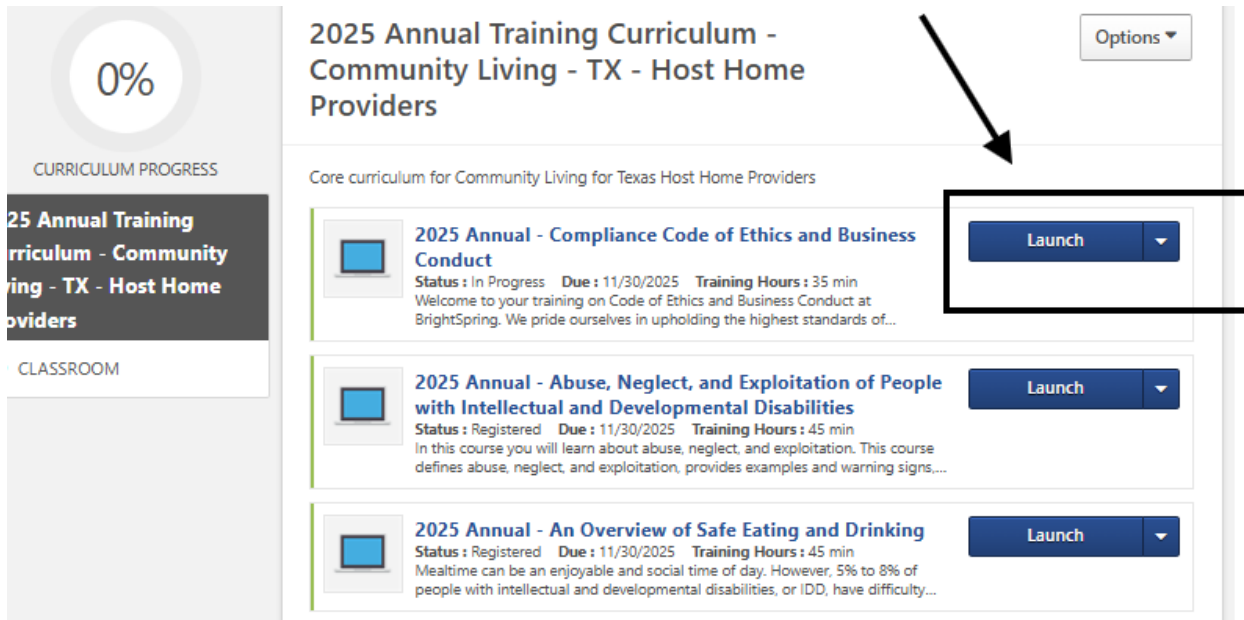


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Step 5. You will see your 2025 Annual Training Curriculum. Click Open Curriculum



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](#)\*