

## Welcome

As a part of your pre-employment activities for your new position with TEKsystems, you are required to complete the **Privacy and Information Security Training** and any other training required for the position prior to your start date. Throughout your assignment you may need to complete reoccurring training based on specific timelines. To successfully complete any courses, you must review the appropriate content and receive a completion certificate.

### Allegis Learning Client System Requirements

- An internet connection
- Web browser:
  - Internet Explorer 8+
  - Firefox 2+
  - Safari on Mac 1.2+
  - Google Chrome
- JavaScript and cookies enabled
- While not a requirement, Litmos is best viewed using a minimum screen resolution of 1024×768

### First Time User Log-in

1. In a browser, navigate to the Allegis Learning login page.  
<https://allegislearning.litmos.com/self-signup/>
2. Enter your first name, last name, email address, confirmation of your email address, and code.
3. Enter the Code supplied to you.
  - a. **TEKsystems26** for US TEKsystems Staffing consultants
  - b. **TEKCanada26** for Canadian TEKsystems Staffing consultants
  - c. **TEKGlobal26** for US and Canadian TEKsystems Global Service consultants
  - d. **Ontario26** for Canadian TEKsystems Staffing consultants working in Ontario
  - e. **TEKsystemsAI26** for US and Canadian TEKsystems consultants working with AI
  - f. **AITEKGS26** for US and Canadian TEKsystems Global Services Consultants working with AI
4. Click **Register**.
5. An email will be sent to the address you supplied. Follow the link in the email you receive to set up your password and complete your registration.
6. Please be sure you are using the same email address that you have already provided to TEKsystems in order to receive credit for the training.

Online Courses Self Sign Up  
Register to access courses by entering the code provided to you.

First name:

Last name:

Email:   
We will send account login information to this address.

Confirm Email:

Code:

### Returning Users Log-in

1. In a browser, navigate to the Allegis Learning login page, <https://allegislearning.litmos.com>
2. In the Username box, enter your email address.
3. In the Password box, enter your password. Passwords are case-sensitive.
4. Click **Login**.
5. If you have forgotten your password, please access the **I've forgotten my username/password** link located under the Login button.

### Finding Your Training in Allegis Learning

**All employees** – Once you have logged in, the **Privacy and Information Security Training** will be available to you.

**Global Service employees** – Once you have logged in, the **TGS Information Security Training** will be available to you.

**Employee that will be working with AI** – You will also need to complete the **OWASP**. Click on the title of the course to proceed.

**Employees in Ontario Canada** - You will also need to complete the **Worker Health & Safety in 4 Steps**. Click on the title of the course to proceed.

**Employees working in California, Colorado, Connecticut, Delaware, Illinois, Maine, or New York (ONLY SELECT THE COURSE THAT APPLIES TO YOU):**

Location	Employee Type	Training Required	Duration
California	Manager of People	Preventing Workplace Harassment Advanced (California Managers, Connecticut Managers and Connecticut Non Manager)  (GLOBAL SERVICES Only) – Preventing Workplace Violence – CA Edition (Services)	120 minutes  15 minutes
	Non-Manager	Preventing Workplace Harassment Extended (California Non Manager)  (GLOBAL SERVICES Only) – Preventing Workplace Violence – CA Edition (Services)	60 minutes  15 minutes
Colorado	Manager of People	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
	Non-Manager	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
Connecticut	Manager of People	Preventing Workplace Harassment Advanced (California Managers, Connecticut Managers and Connecticut Non Manager)	120 minutes
	Non-Manager	Preventing Workplace Harassment Advanced (California Managers, Connecticut Managers and Connecticut Non Manager)	120 minutes
Delaware	Manager of People	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
	Non-Manager	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
Illinois (Except Chicago)	Manager of People	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
	Non-Manager	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
Chicago	Manager of People	Preventing Workplace Harassment Advanced Curriculum (Chicago Managers)	180 minutes
	Non-Manager	Preventing Workplace Harassment Extended Curriculum (Chicago Non Manager )	120 minutes
Maine	Manager of People	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
	Non-Manager	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
New York	Manager of People	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes
	Non-Manager	Preventing Workplace Harassment Fundamentals (Managers and Employees All States Except CA, CT and Chicago)	45 minutes

For each training, once on the course page, select the green **Start This Course** button. In order to receive certification, you must review each slide in its entirety including the interactive modules at the end of the course. You will have successfully completed the training once you receive an on-screen notification.

If you need to complete any other client specific training your Company Representative will provide the names of the courses and you can locate them by navigating to the **Course Team Library** link on the top menu bar.



## Litmos Enrollment Guide

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For any issues you may have please contact your Company Representative.

