Accessing the Learning Management System (LMS)

Use this procedure to access the connectBurnaby myLearning Learning Management System (LMS).

For more information on	Go to
Accessing connectBurnaby myLearning internally	Accessing connectBurnaby myLearning within the City's Network
Accessing connectBurnaby myLearning externally	Accessing connectBurnaby myLearning from outside the City's Network
Logging off from the LMS	Logging off from the LMS

Accessing connectBurnaby myLearning within the City's Network

1. To access connectBurnaby myLearning within the City's network, in the connectBurnaby Portal, click **myLearning**.

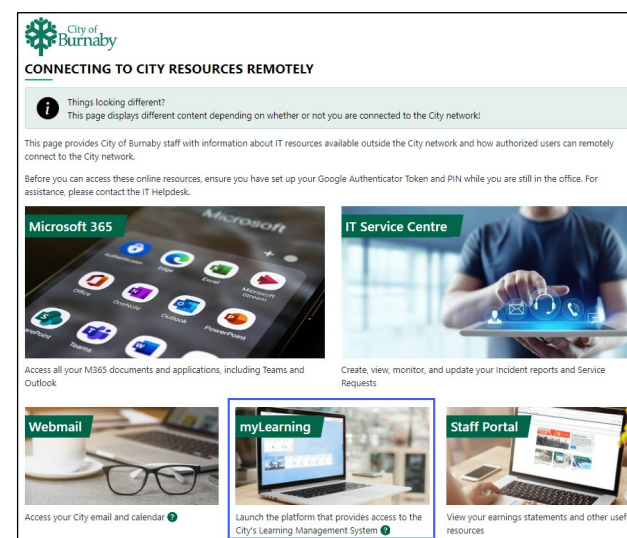## Accessing connectBurnaby myLearning from Outside the City's Network

1. To access connectBurnaby myLearning from outside the City's network, complete one of the following:

Access Options	Proceed to the section titled
Desktop Icon	Connecting Remotely Desktop Icon (City Laptops Only)
Staff Portal	Staff Portal on Burnaby.ca
Direct Link	Direct Link

Connecting Remotely Desktop Icon

1. On your City computer, double-click [Connecting Remotely].

🖉 If you are connected to the City's network, the **Resources for Working Remotely** page displays.

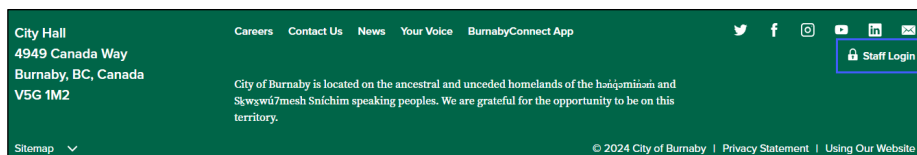2. On the landing page, click the **myLearning** tile.

3. On the **Sign in** page, complete each field and click **Next**:

Field Name	Enter
someone@example.com	Your City email address
Password	Your City network password
Passcode	Your four-digit token PIN immediately followed by the six-digit passcode generated in Google Authenticator without any spaces

✎ For more information on setting up your passcode, see the connectBurnaby job aid titled Setting up your Google Authenticator Token and PIN.
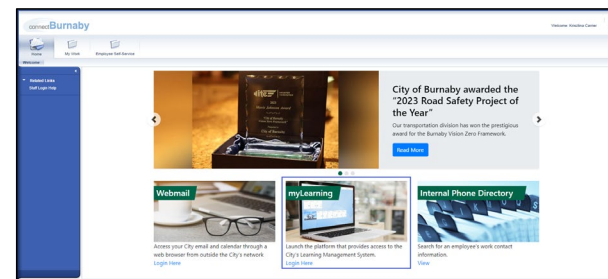
Staff Portal on Burnaby.ca

1. At the bottom of the Burnaby.ca home page, click 🔒 **Staff Login**.

2. On the **Login** page, complete the following fields:

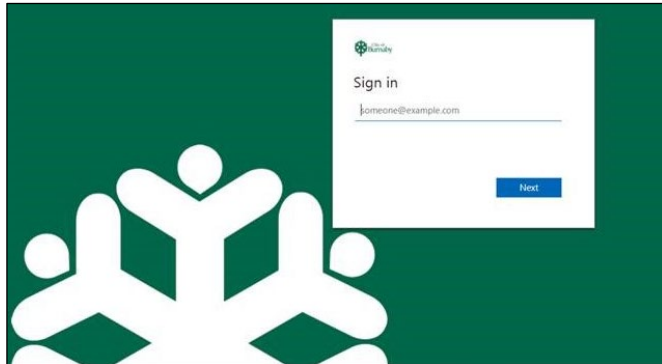| Field Name	Enter
Username	Your City network username
Password	Your City network password
Passcode	Your four-digit token PIN immediately followed by the six-digit passcode generated in Google Authenticator without any spaces

3. On the connectBurnaby Portal home page, click the **MyLearning** tile.

4. On the **Sign in** page, complete each field and click **Next**:

Field Name	Enter
someone@example.com	Your City email address
Password	Your City network password

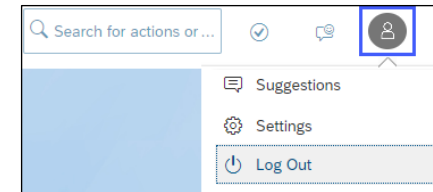| Field Name	Enter
Passcode	Your four-digit token PIN immediately followed by the six-digit passcode generated in Google Authenticator without any spaces

Direct Link

1. In a web browser, navigate to the connectBurnaby myLearning login page: https://hcm17.sapsf.com/sf/home?bplte_company=cityofburn#/login

2. On the **Sign in** page, complete each field and click Next :

Field Name	Enter/Select
someone@example.com	Your City email address
Password	Your City network password
Passcode	Your four-digit token PIN immediately followed by the six-digit passcode generated in Google Authenticator without any spaces

Logging off from the LMS

1. To safely log off from connectBurnaby myLearning, in the top right corner, click the profile icon.

2. From the dropdown, select Log Out .