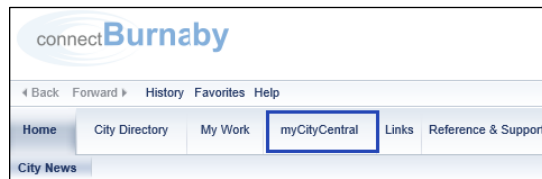



## Accessing the Learning Management System (LMS)

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

For more information on	Go to
Accessing the connectBurnaby myCityCentral internally	<a href="#">Accessing the connectBurnaby myCityCentral within the City's Network</a>
Accessing the connectBurnaby myCityCentral externally	<a href="#">Accessing connectBurnaby myCityCentral from outside the City's Network</a>
Logging off from the LMS	<a href="#">Logging off from the LMS</a>

### Accessing connectBurnaby myCityCentral within the City's Network



- To access connectBurnaby myCityCentral within the City's network, in the connectBurnaby Portal, click .

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

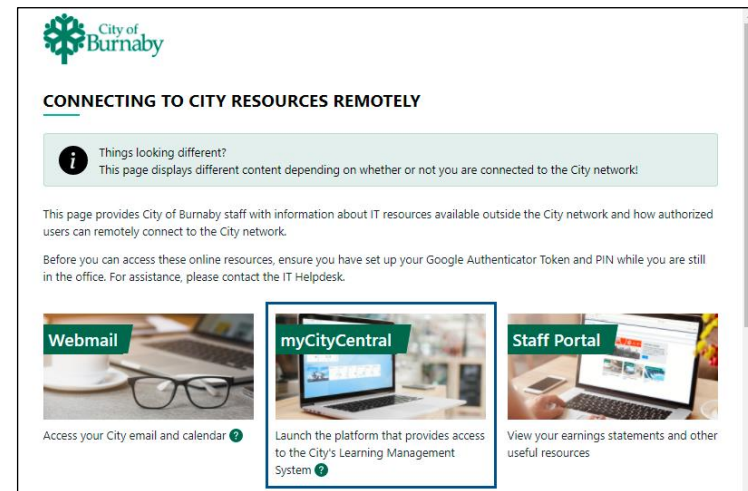
- To access connectBurnaby myCityCentral from outside the City's network, complete one of the following:


Access Options	Proceed to the section titled
Desktop Icon	<a href="#">Connecting Remotely Desktop Icon</a> (City Laptops Only)
Staff Portal	<a href="#">Staff Portal on Burnaby.ca</a>
Direct Link	<a href="#">Direct Link</a>

### Connecting Remotely Desktop Icon



- On your City computer, double click

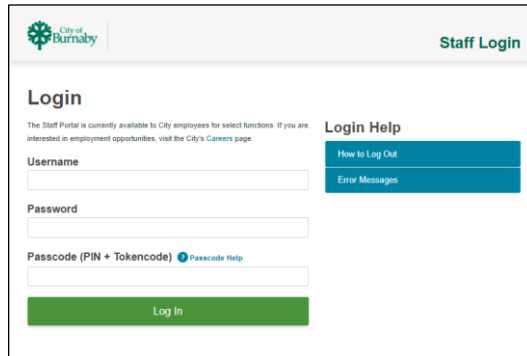


 If you are connected to the City's network, the Resources for Working Remotely page displays.

- On the landing page, click the **myCityCentral** tile.

### Staff Portal on Burnaby.ca

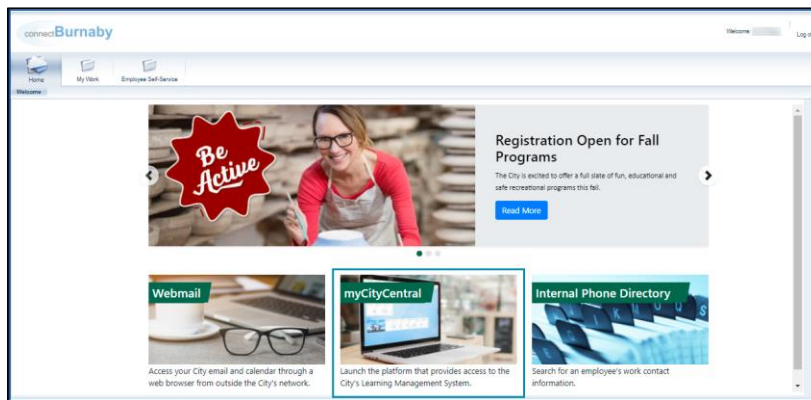
- At the bottom of the [Burnaby.ca](#) home page, click .



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

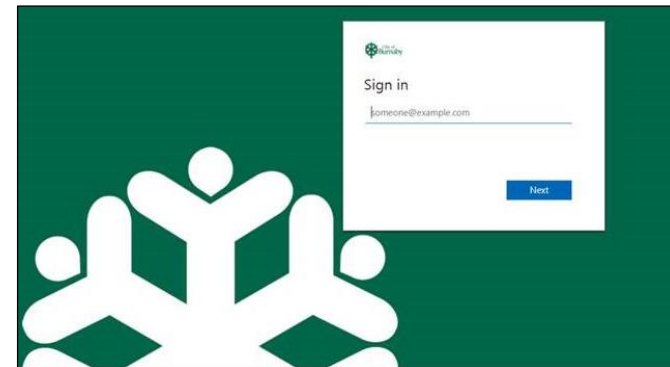
Field Name	Enter/Select
Username	Your City network user name
Password	Your City network password
Passcode	Your four-digit token PIN immediately followed by the six-digit passcode generated in Google Authenticator without any spaces

For more information on setting up your passcode, see the connectBurnaby job aid titled [Setting up your Google Authenticator Token and PIN](#).



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

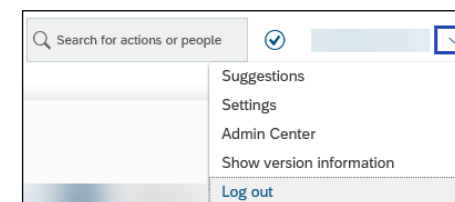
## Direct Link



1. In a web browser, navigate to the connectBurnaby myCityCentral login page: [https://hcm17.sapsf.com/sf/home?bplte\\_company=cityofburn#/login](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	City email address
Password	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 myCityCentral, in the top right corner, beside your name, click the dropdown.
2. From the dropdown, select **Log out**.