How to Navigate the Spark Learning Portal – General Users

Level One – Logging In to SuccessFactors


   Username: firstname.lastname
   Password: G# (initially if you haven’t logged in before)
   (Can click on “Forgot Your Password?” for password help)

2. Once logged in, click on Home, then click on Learning to navigate to the Spark Learning Portal
The first page viewed in the Spark Learning Portal is the News Page.

3. You can click on “Do not show this page every time I sign in” or just click Continue.
Level Two – General Navigation

The Learning Page
On the Learning page, you can locate the following:

1. Top Menu – My Learning; My Employees (if a leader has direct reports in the system)
2. Learning Plan
3. Catalog
4. Easy Links
5. Learning Status

As you can see in the screenshot above, a course was added to this learning plan.
Additional Course Information
Hover over an entry to reveal a pop-up that shows additional information and available actions.

To Search and Register for a Course
1. To search for a course, click on Browse or type in your search in the Search Catalog section then click on Go.

Search Catalog
Browse
2. Once you have found the course you would like to register for, click on Add to Learning Plan

3. Hover over class title to view actions, click on Register Now
4. On the Registration page, click on **Register Now**

5. Review the course information and click **Confirm**.
6. Your registration status will change to **Enrolled**. The system also sends you a confirmation email of your registration.

![Registration Details]

7. From your email, you can directly add an appointment to your Outlook calendar by clicking on the .ics attachment.

![Email Attachment]

If you have any questions about the registration, please contact your learning coordinator.