How to Access eLearning

To access eLearning you must first log in to The Work Number. Go to www.theworknumber.com:

1. Click the employee's arrow.

2. Enter your employer name or code.

3. Click "Go."

4. Click the link that reads "I want to use other account features."

> **Note**
> Based on your organization's account configurations, this link may not appear. If you do not see the link described above, skip to Step #5.

5. Enter your User ID (SSN, Employee ID, or other identifier) followed by your PIN. The screen will prompt you for the correct information.

6. Click "Continue."

> **Note**
> Your PIN scheme is determined by your employer. If you do not know your PIN scheme please contact your Human Resources department.

After login, you will see the main menu for your account. To access Learning Solutions:

7. Click the link that reads "Go there now" under Training Room.

8. From here, you can click on the title of the lesson you wish to view.

If you have any questions or need additional assistance, visit www.theworknumber.com or call The Work Number Client Service Center at 1-800-996-7566 or 1-800-424-0253 (TTY – Deaf). Agents are available Monday through Friday from 7am to 8pm Central time.

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