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Accessing eLearning

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.

The screenshots illustrate the steps for accessing eLearning on The Work Number website. The first screenshot shows the homepage with navigation links and a search bar. A red circle 1 highlights the 'Access your employee account' link. A red circle 2 highlights the 'Employees Login' section. A red circle 3 highlights the 'Enter Employer Name or Code' field. A red circle 4 highlights the 'Remember my ID on this Computer' checkbox. A red circle 5 highlights the 'Employee ID' field. A red circle 6 highlights the 'PIN' field. A red circle 7 highlights the 'Continue' button. The second screenshot shows the main menu after login, with a red circle 7 highlighting the 'Training Room' link. The third screenshot shows the 'Training Room' page with a red circle 8 highlighting the 'The Work Number Employer Overview' lesson.

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