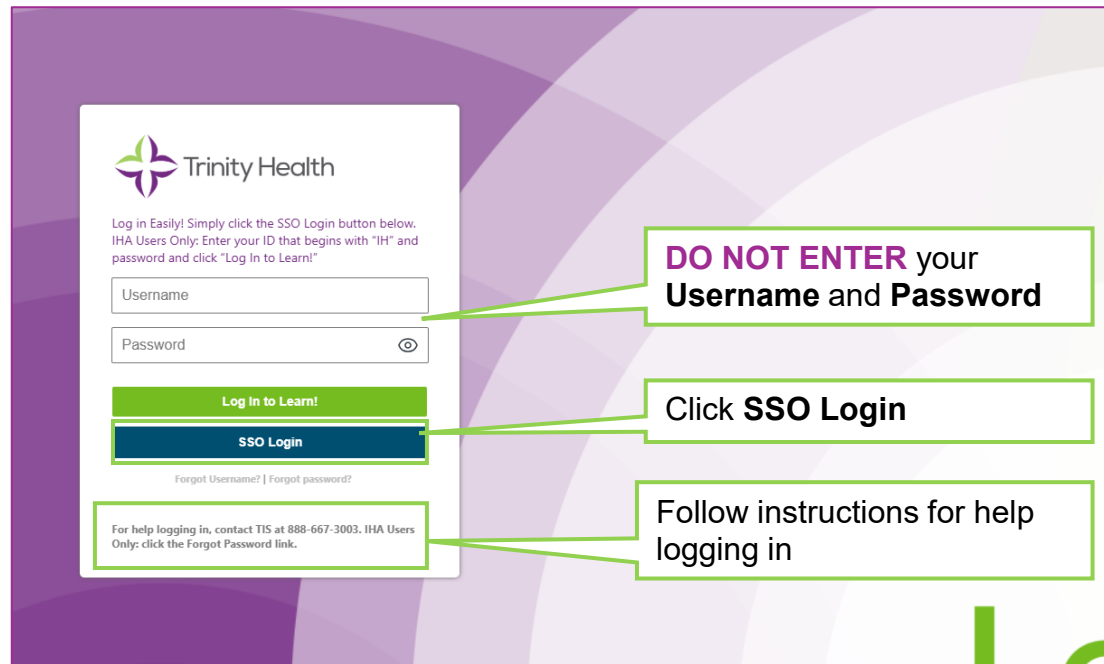


# Logging In Using (Single Sign On) SSO

If accessing Learn from ZENworks, you will not see the log in screen when logging in. However, if you time out of Learn, log out of Learn, or access Learn from this URL <https://trinityhealth.csod.com/> this screen will display.

1. Click **SSO Login** to sign in. SSO stands for Single-Sign On, which means you **DO NOT ENTER** your Username and Password.
2. If you are logging in from outside the Trinity Health network, you will be asked to authenticate using Multi-factor authentication (MFA) using your smartphone.



All colleagues and Service Partners must have MFA set up correctly to access Learn from outside the network.

**Need help with MFA?** Go to [Trinity Health Help Me Connect](#). If these steps **do not work**, call the Service Desk (1-888-667-3003) for assistance.

After you login, click on  
“View” next to Transcript

The 'Learn' dashboard features a purple header with the word 'Learn' in white. Below the header is a user profile card with a circular avatar icon, a clock icon indicating '72 Completions', and a sandglass icon indicating '0 Hours'. Underneath is a 'Your Subjects' section with an 'Add' button and a message: 'You don't have any subjects yet. Add a few to get better recommendations.' The next section is 'Your Playlists', showing '0 Created', '0 Followers', and '0 Followed', with a 'Create New Playlist' button. The final section is 'Transcript', which has a yellow 'View' button and three statistics: '0 PAST DUE', '0 DUE SOON', and '0 ASSIGNED / NO DUE DATE'.

New Hire Orientation will be  
listed as an Active learning

The 'Transcript' page has a purple header with navigation links: 'Bio', 'Transcript', 'Actions', and 'My Documents'. Below the header is a breadcrumb trail: 'Home > [redacted] > Transcript: [redacted]'. The main content area starts with a 'Transcript: [redacted]' label and a 'Return to Home page »' link. A large blue heading reads 'Welcome to your Transcript', followed by a sub-heading: 'Here you can manage all of your Not Started, In Progress, or Completed learning.' Below this is a note: 'Change Active to Completed to view your Completed learning, and change Completed To Active to view your In Progress learning.' A light blue arrow points to this note. The bottom section contains filter controls: 'Filter by Training Status' with a dropdown set to 'Active', 'Sort by' with a dropdown set to 'Due Date', and 'Filter by Training Type' with a dropdown set to 'All Types'. To the right is a 'Search by Keyword' search bar with a magnifying glass icon. Below the filters, it says 'Search Results (0)'.