

uiuLearn Login Procedures

The electronic download version of this PDF has a clickable Table of Contents and other bookmark links.

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Introduction

On **Oct 22, 2019** single sign on (SSO) enabled quicker access to email and uiuLearn. The login page has a new design, and the **Office 365 widget** is now on all uiuLearn homepages enabling users to conveniently access their UIU email and OneDrive content from within uiuLearn.

Browsers

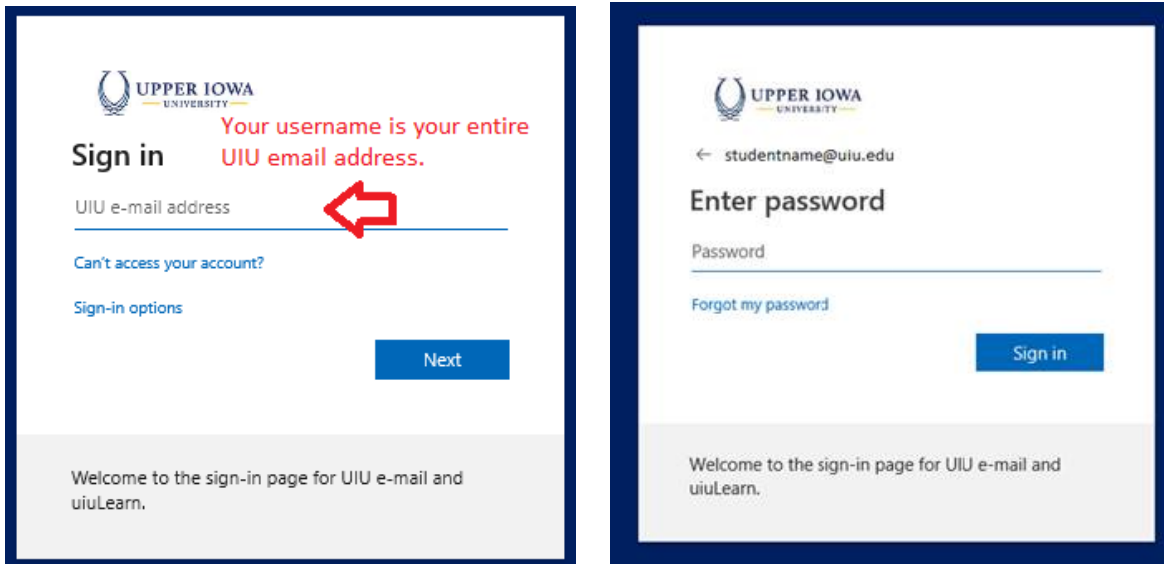
A browser is a program that allows a computer to display web pages on the internet. Examples include Google Chrome, Mozilla Firefox, Microsoft Edge, Internet Explorer (IE), and Apple Safari.

NOTE: As of January 2020, IE will no longer be supported. Chrome enables best user experience (UX) for uiuLearn. For more information see the [uiuLearn and Web Browsers](#) training.


Logging in to uiuLearn

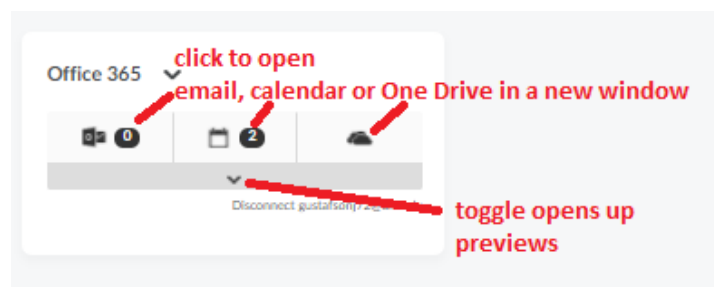
1. Navigate to the uiu.edu web site.
2. In the upper right corner of the web page, click the Login dropdown menu and select uiuLearn.
3. On the Sign in window, type your UIU email address in the designated field → click the blue Next button.
4. In the Enter Password window, type your password → click the blue Sign In button.

UX Tip: For quickest access, bookmark the uiuLearn login page. (See [Bookmarks](#) section below.)



Office 365 Widget


When accessing uiuLearn with a PC or laptop, click the  home icon in the upper left corner of the web page to go to the global homepage. The Office 365 Widget is found below the main menu on the right side of the global homepage and on most course homepages. If you are using a tablet or phone, scroll down to view the widget. The first time you use the widget you will have to sign in. After that, just click the O365 toggle to reveal your email list inside the widget or click the Outlook email, calendar or OneDrive icons to open these views in a separate browser tab.

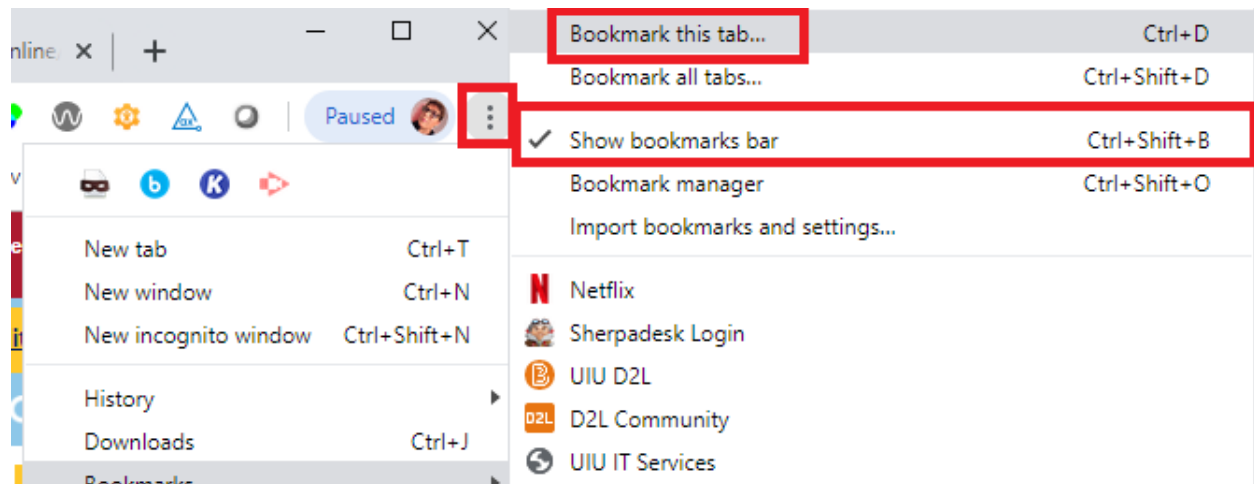


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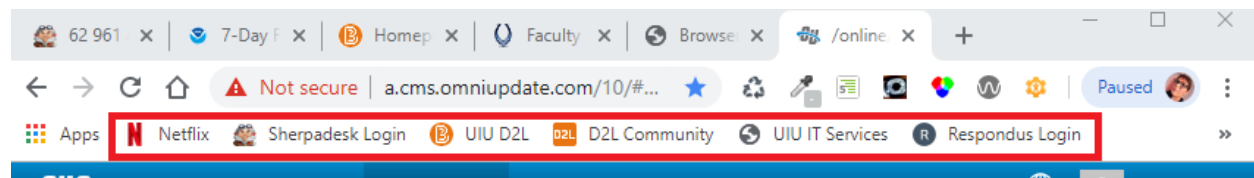
Bookmarks

Bookmarking web pages enables you to open frequently used web pages in one click. Since Chrome is the top recommended browser for uiuLearn, this step-by-step tutorial will cover bookmarking steps in Chrome.

1. To create a bookmark quick link to a specific web page, click the customization icon  in the top right corner of your browser window. A dropdown menu will appear.
2. Hover your cursor over the Bookmarks dropdown item → when the new menu appears, select Bookmark this tab.
3. When the pop-up window appears, you can change the suggested tab name if desired. (e.g., uiuLearn)
4. To open the Bookmarks bar, hold down the Control (Ctrl) and Shift keys at the same time and hit the letter B or go through the above steps again and select the “Show bookmarks bar” option.



If you have performed the above steps correctly, you should see your new Bookmark tab displayed. The Bookmarks bar is outlined in red in the image below. To go to any of your bookmarked pages, click once on any of the tabbed items to go to the associated web page.



Support for Logging In to uiuLearn

If you have questions about logging in to uiuLearn or need other assistance, go to the [UIU Tech Support](#) web site and create a ticket with a subject line **uiuLearn SSO** or call 563-425-5876.

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