How to access BJC Saba and BJC Learning Content
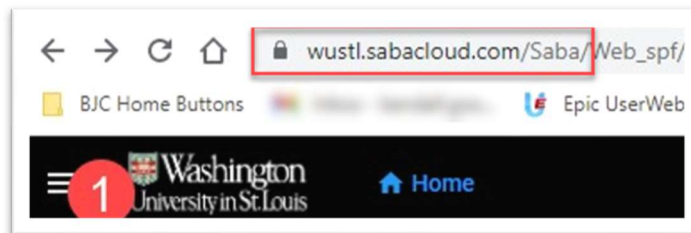# For Washington University Employees

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Only WU staff who have been assigned Epic training have access to BJC Saba. If you do not have Epic access and/or have never been assigned Epic training, contact your department's Epic Security Contact to be assigned an Epic Role.

- Before you begin, you will need to know your WUSTLKey and password. If you do not know your WUSTL key or password, contact the WUSTL IT Helpdesk at (314) 933-3333

- Next, open Google Chrome or Microsoft Edge on your computer and go to https://learnatwork.wustl.edu and click "Login to Learn@Work"
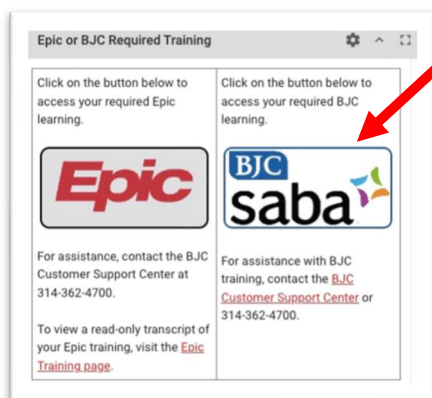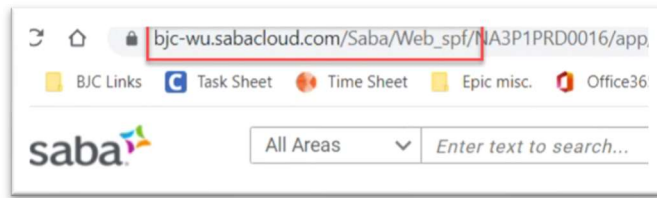

- Enter your WUSTL Key and Password on the following screen. This should log you into WUSTL Learn@Work (WUSTL Saba). You can confirm you are logged into Learn@Work by looking for the following address in your web browser:

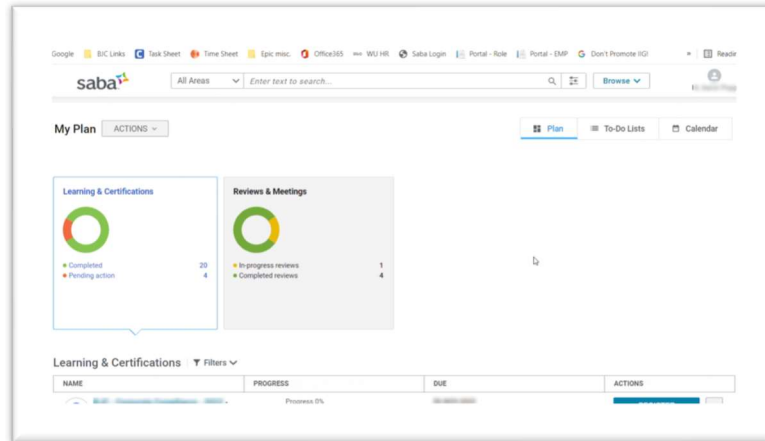- Scroll to the bottom of the page and click on the "BJC Saba" button

- You can confirm you have launched into BJC Saba by looking for the following address in your web browser:
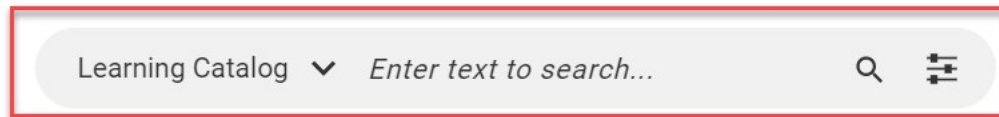
NOTE: If you do NOT see "bjc-wu.sabacloud.com", please see Troubleshooting Step #1 below

- You should be automatically taken to your "My Plan" page where you will see any assigned or in-progress learning

- Use the search feature in the upper-right corner to locate training not on your plan

- Search using the Course ID number (if available) and enter all of the leading 0's
- If searching by course name, make sure any dashes are the short dash (-) vs the long dash (–)

Troubleshooting Steps:
1. If you click on the Saba button, and you receive an error:
   a. Open an Incognito / InPrivate Browser window (Ctrl+Shift+N) and try again
2. If you click on the Saba button and then see bjclearn.org in the address bar, it means you do not have an account in BJC Saba
   a. Reach out to your department's [Epic Security Contact(s)](#) to be assigned an Epic Security Role which will create your BJC Saba account.
3. Use Google Chrome or Microsoft Edge - DO NOT use Internet Explorer or Safari
4. If searching by course name, make sure any dashes are the short dash (-) vs the long dash (–)
   a. Search using the % as a wildcard ("% restraint %" would return "BJH - APP Restraint Policy")
5. Turn off pop-up blockers
6. For ease of use, please access Saba while on campus or connected to VPN
7. If you are having trouble with your WUSTL Key, or are having issues with a WUSTL device, contact the WUSTL IT HelpDesk at 314-933-3333
8. If you are having trouble with BJC Saba or a BJC device, contact the BJC IS HelpDesk at 314-362-4700