Every BJC Employee has access to Saba. This system keeps track of the status of all learning and development activities assigned to you or that you select.

Access Saba using the Saba icon on your desktop or from the BJC Institute for Learning and Development website at BJCLearn.org.

The **Home** page is your starting point. **Home** includes important access points to your assignments, your transcript and your communities. You’ll also find current information and recommendations based on your activity.

The **Navigator** displays the Saba options that are available to you. From it you can access **PEOPLE** that you follow, **WORKSPACES** that you are member of and **MY RESOURCES** for help. If you are a people leader, **MYTEAM** will list people in your reporting tree. See the Getting Started for Leaders guide for more information.
The **ME** page shows you all of your learning and development activities. Within your plan you can launch courses, select classes, manage certifications, view completed training items, and create your own development plan. Use the **SIDEBAR** links on the left to open individual areas.

**SIDEBAR**

The Sidebar is your one-stop shop for all your activities.

**LEARNING ITEMS**

Point to an icon to view additional information. Click the blue text to open that item.

**DUE DATE**

Overdue items show in red.

**LIFESAVERS**

Summarize your activity. Each lifesaver represents an area, such as learning activity. Click a lifesaver segment to filter the list below.

**ADDITIOANAL HELP**

**Saba Help by BILD**

Additional Quick Reference Guides and resources can be found by clicking the Help icon at the top right of each page, or the Help icon on the **HOME** Page.

**Technical Issues?**

Please contact the Help Desk at 314-362-4700 or IS_CSC@bjc.org.