GETTING STARTED IN SABA

BJC'S NEW ONLINE LEARNING MANAGEMENT SYSTEM

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.

Navigator
Quickly navigate to
your ME, MyTeam,
Groups and other Saba
pages

MY PLAN

View your current activities

LEARNING CATALOG

Lists BILD courses available for your personal development.

PLAN SUMMARY

These lifesavers will show you were you are at on your Plan.



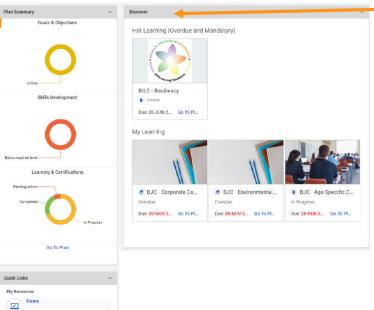
SEARCH

Use the search bar to look for classes, documents, people, and more.

MYGPS

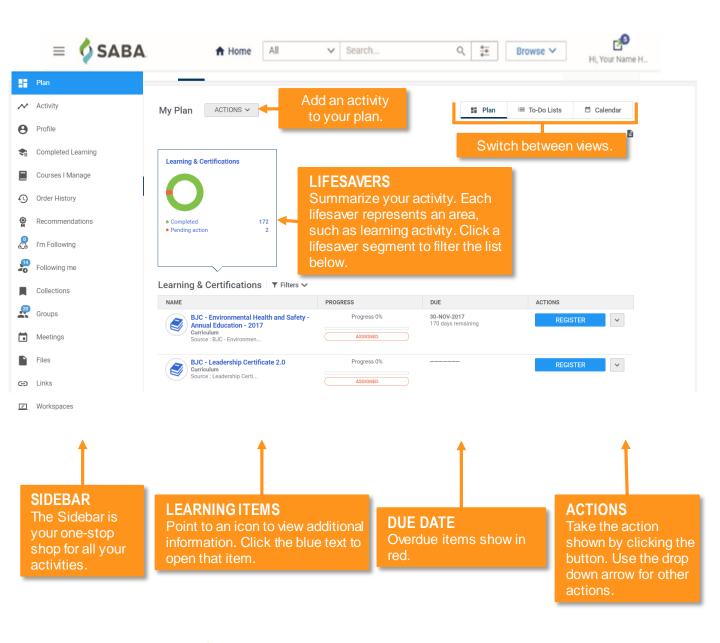
See onboarding and career development opportunities

DISCOVER displays your top 5 learning items. Click **View all** to see the rest of your assignments.



ME TAB

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.



ADDITIONAL 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.