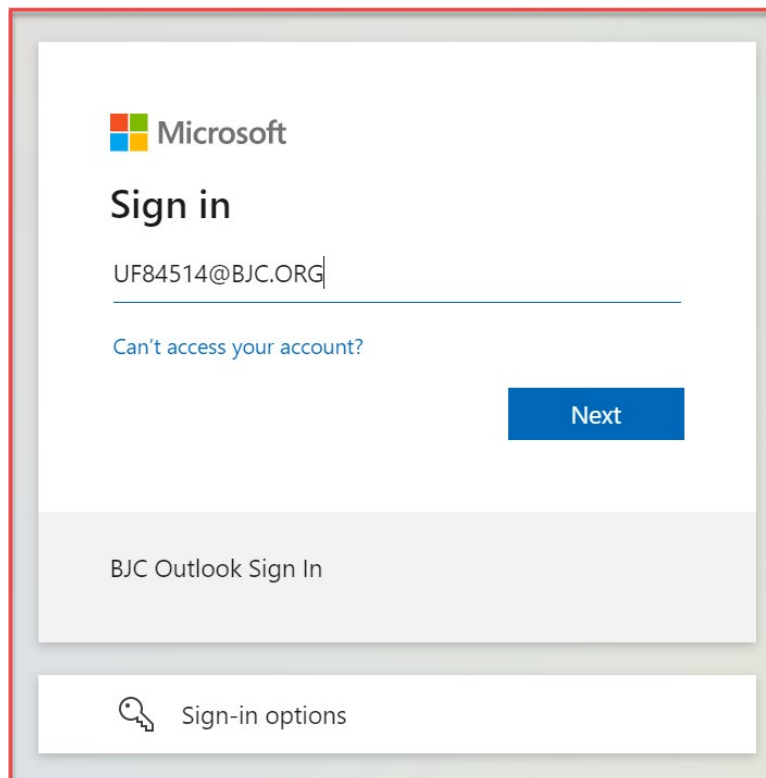


## BJC's Online Learning Management System: Saba - Instructions for Students

1. You must have already reset your initial password. You will also need your user ID/network ID. See instructions on resetting your password and network ID in your welcome letter.
  - a. Your user ID/network ID is 2 letters followed by 5 numbers, example: UF84514
  - b. If you were previously a BJC employee, your user ID may be 3 letters and 4 numbers
2. Access Saba <https://bjc.sabacloud.com/>
  - a. Google Chrome or Microsoft Edge is recommended
  - b. Not all training is compatible with mobile devices - a laptop or desktop is recommended
  - c. If using a Mac, make sure any pop-up blockers are disabled
3. At the Microsoft sign in page, **you must use your 'userid@bjc.org' to log in**
  - a. For example, if my user ID was UF84514, I would use [UF84514@BJC.ORG](mailto:UF84514@BJC.ORG) at the login screen
  - b. You must have reset your initially assigned password before logging in
  - c. You will need to have enrolled in Microsoft Authenticator for off-site access

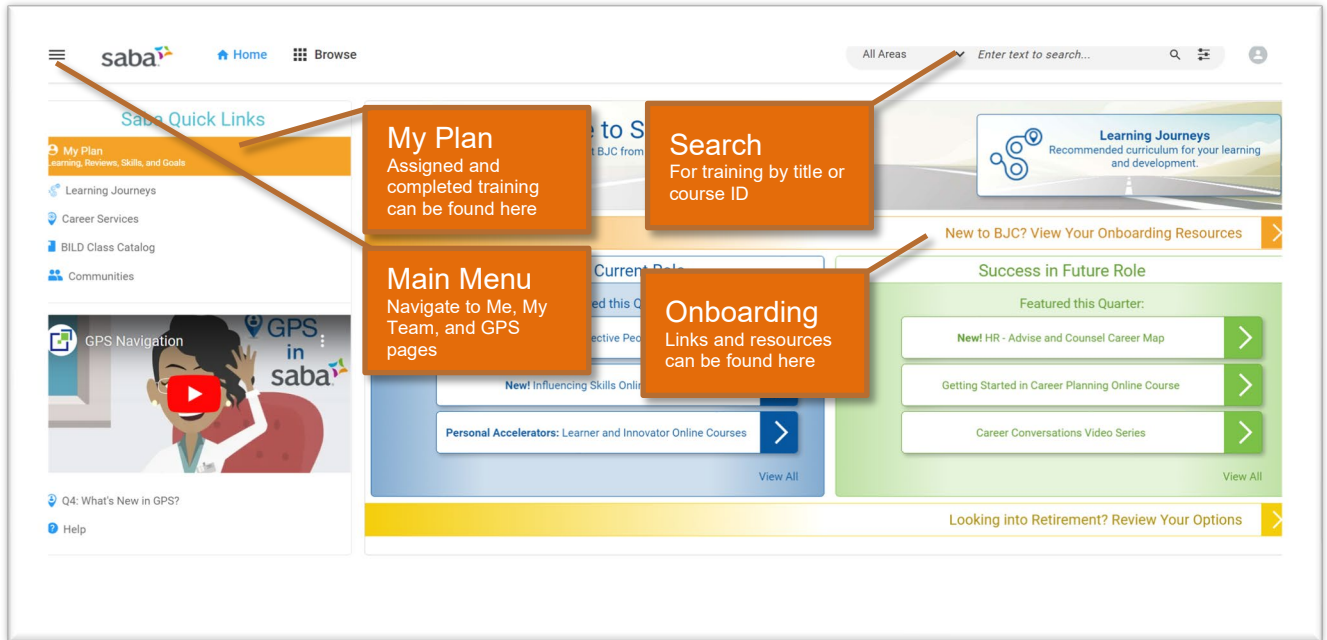


4. **NOTE: If you see an error page instead of the Microsoft login screen, you must open an Incognito or InPrivate Browser window (Ctrl+Shift+N on PC or ⌘+Shift+N on a Mac) and enter <https://bjc.sabacloud.com> into the address bar**
5. Navigate to your "My Plan" section and complete the courses assigned.

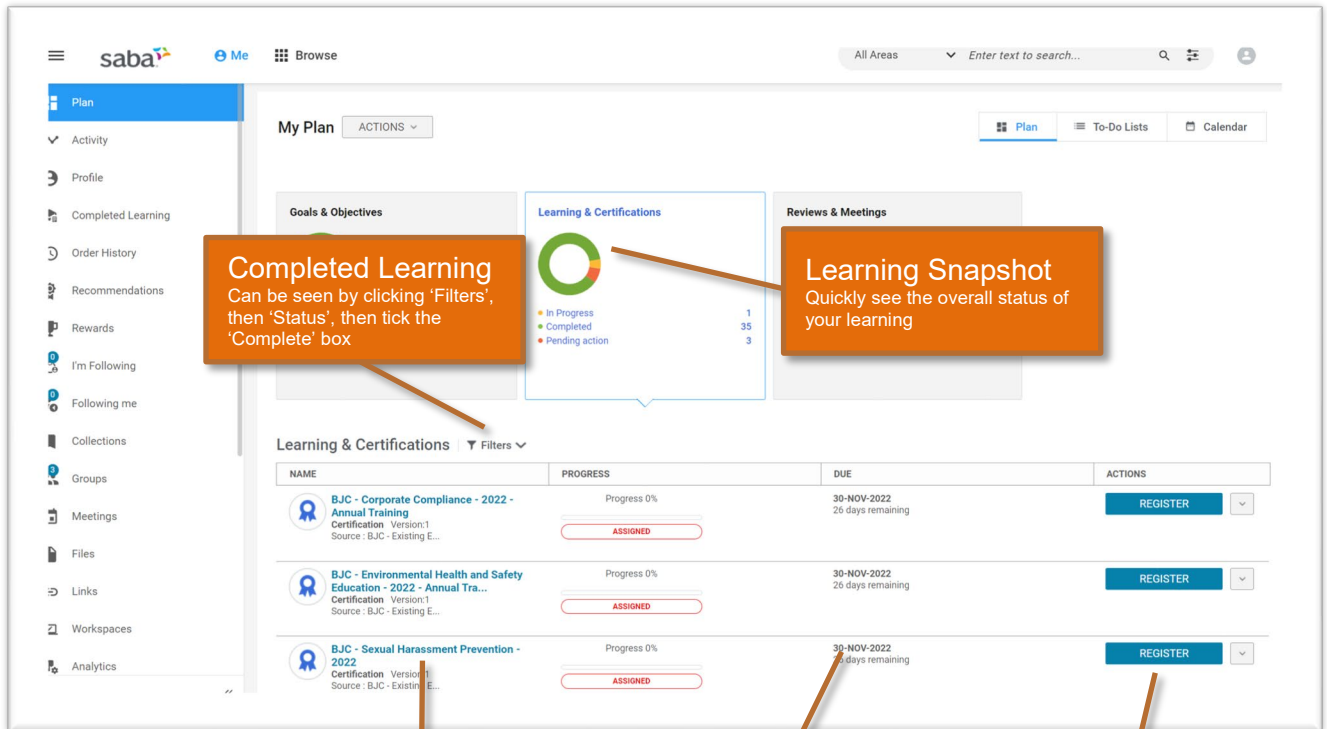
### Still Having Trouble?

See Troubleshooting Tips on the next page or contact the BJC IT HelpDesk at 314-362-4700

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



The **My Plan** page shows 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.



**Assigned Learning**  
Click on an item for more information and to register/launch the module

**Due Dates**  
For assigned training are listed here

**Actions**  
One-click registration available for some training

Troubleshooting Tips:

- Use Google Chrome or Microsoft Edge on a desktop or laptop computer
- Make sure you have reset your initial, temporary BJC password
- Enroll in Microsoft Authenticator for off-site access
- You can only connect to BJC systems from within the United States. If you are overseas, contact the HelpDesk and ask to have an exemption submitted on your behalf
- If you see a login error page, it is likely because you have another Microsoft account on your computer. This could be a school account or another work account. Use an Incognito or InPrivate Browser window to access BJC Saba
- If your BJC manager has not added you to the Epic Validation Portal or if the BJC HR Data Team has not added you to the HR system, you may not have an account in Saba