

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 3 letters followed by 4 numbers, example: JXD1234
2. Access Saba [here](#)
 - a. Internet Explorer version 11 or higher is the recommended browser
3. Use the sign in page to enter your user ID and password. Remember, you must have reset your password prior to this step.



Sign in with your organizational account

Sign in

Sign-in requires the following format: **UserID**

4. Navigate to "MyLearning" section and complete the courses assigned.

Are you having trouble seeing a course?

Due to recent browser updates, some online courses may work better either in Chrome or in Internet Explorer 11. If you're having trouble with a course, try using an alternate browser. If you continue to have issues, please call the Help Desk at 314-362-4700.

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, **GROUPS** 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 screenshot shows the Saba Home page interface. At the top, there is a navigation bar with 'SABA' and 'HOME' buttons, a user profile for 'Steven Loomis', and a search bar. Below this is a large banner with the text 'WELCOME TO GUIDING PEOPLE TO SUCCESS' and 'POWERED BY SABA'. The banner contains several navigation buttons: 'LEARNING CATALOG', 'MY ACTIVITY', 'HELP', 'MY PLAN', 'MY PROFILE', and 'MY RESOURCES'. Below the banner are three main sections: 'MY LEARNING', 'COMPLETED LEARNING', and 'ANNOUNCEMENTS'. The 'MY LEARNING' section shows a list of learning items, including 'BJC - Corporate Compliance Annual Education Course' and 'MyTime All Employee Time Off Request'. The 'COMPLETED LEARNING' section shows a table with columns for 'TITLE', 'PROGRESS', and 'ACTION'. The 'ANNOUNCEMENTS' section contains a 'Sandbox Note' about a version update.

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

BROWSE CATALOG
Search for learning by using categories or filters

MY PLAN
View your current activities

MYGPS
See onboarding and career development opportunities

HELP
Access additional support resources

MY PROFILE
View your profile information

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

TAKE ACTION
Actions will vary based on the learning type.

COMPLETED LEARNING
Displays the last 5 learning items you have completed. Click View all to see all of your completed learning.

TITLE	PROGRESS	ACTION
2016 BJC Corporate Compliance Annual Education Course The course has been completed externally.	100% Successful On:29-MAR-2016 Score: 0	PRINT CERTIFICATE

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.

The screenshot shows the 'My Plan' interface for Nicholas Carson. It includes a sidebar on the left with navigation options like 'Plan', 'Activity', 'Profile', and 'Career Planning'. The main content area features a 'Learning & Certifications' section with a donut chart (labeled 'LIFESAVERS') and a table of items. Callout boxes provide detailed instructions for each key element.

Callout: Add an activity to your plan. (Points to the '+ ME' button in the top navigation bar)

Callout: Switch between views. (Points to the 'Plan', 'To-Do Lists', and 'Calendar' view toggles)

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

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

Callout: LEARNING ITEMS
Point to an icon to view additional information. Click the blue text to open that item.

Callout: DUE DATE
Overdue items show in red.

Callout: ACTIONS
Take the action shown by clicking the button. Use the drop down arrow for other actions.

NAME	PROGRESS	DUE	ACTIONS
BJC - Environmental Health and Safety - Annual Education - 2017 <small>Curriculum Source: BJC - Environmen...</small>	Progress 0% ASSIGNED	30-NOV-2017 170 days remaining	REGISTER
BJC - Leadership Certificate 2.0 <small>Curriculum Source: Leadership Cert...</small>	Progress 0% ASSIGNED		REGISTER