As you navigate your account, please refer to the Frequently Asked Questions document.

**Reminder**
- Recommended web browsers are Mozilla Firefox or Google Chrome.
- Manage Pop-up Exceptions, Cookies and Flash! Allow all from training.ehs.iastate.edu.

**Log into your account**

1. Go to the Iowa State University homepage (www.iastate.edu) Sign Ons drop down list.

2. Find LEARN@ISU

3. Click on Login

4. Enter your Network ID and password into the OKTA sign-in form. Your Network ID is the part of your email that comes before the “@” symbol.

   If you are logging in for the first time, you will need to register your Network ID with OKTA. Follow the instructions presented on the website. Once you registered your ISU Network ID with OKTA you will be placed into your account.

5. Your name should appear by Welcome in the red banner.
How to check training records.

1. Go to Reports.

2. Click on Training Tracking by Person.

3. Click on Add New Filter

4. Fill out the choices as shown in this image.
   a. Status Date – If you choose between as your operator, you can pull reports for a date range.
   b. First Name AND Last Name fields – Choose Starts With or Contains as your operator. That way you can enter only part of the name if you are unsure of the entire name.
   c. Choose Report as your output and the person’s name will appear at the top of the report.
   d. Remember to Name and Save your report.
e. You can delete your report any time you wish or you can just open up the same report and change the names and dates to check another person’s training records.

Here is a sample of the report output.