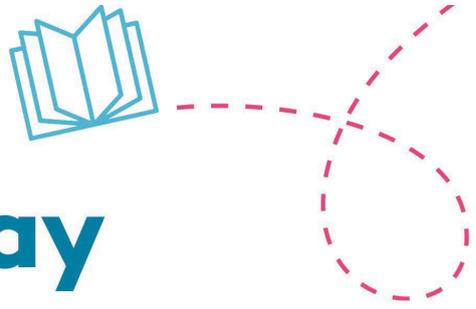


Support Guide: Learn your way



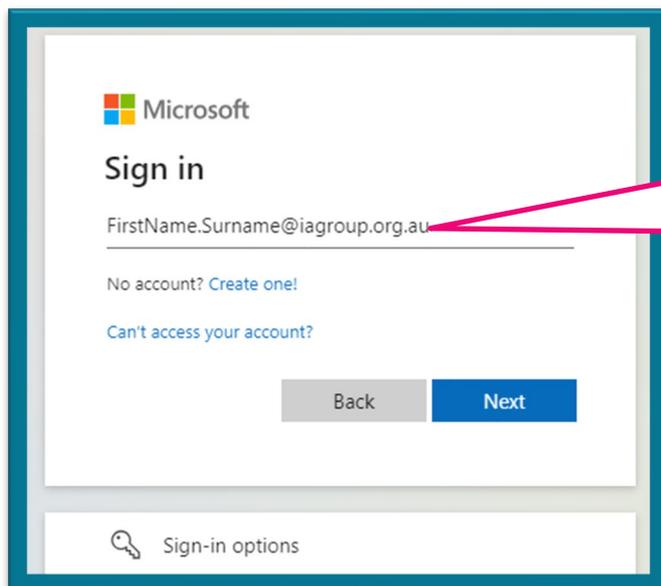
Logging into YOUR IAG Identity

As an IAG employee a company email account has been generated for you. This is called your IAG account. You can access the account by signing into **Microsoft Office 365**. You will need to sign into your IAG account each time you want to access Learn Your Way. This is your **IAG identity** and this is how the system recognises you.

Step 1: You'll need a mobile device (tablet or smartphone), desktop or laptop with a working internet connection. You can restart and continue your in-progress courses that were previously started through any of your devices.

Step 2: Open your web browser.

Step 3: Go to <https://login.microsoftonline.com/>



If you are unsure of your registered company email account name please contact our IT Service Desk at ServiceDesk@iagroup.org.au

Logging into LEARN YOUR WAY – Online Learning Management System (Powered by Litmos)

Activate Your Account

Step 1: Go to the email entitled: *Independence Australia Group – Learn Your Way – New Employee Login*

Step 2: Click on the one-time link in the email to activate your account.

You do not need to create a separate password as you will be automatically logged in when you are signed into your IAG account once you exit and click on the link below.

URL: <https://independenceaustralia.litmos.com.au>

Access via a Desktop or Laptop

Once you have logged into your IAG account, and you have activated your **Learn Your Way** account, type the below link into your browser:

URL: <https://independenceaustralia.litmos.com.au>

You can also access **Learn Your Way** via your Company **Intranet**.

Access via Mobile or Tablet

Once you have signed into your IAG account and activated your Learn Your Way account, **you will need to download** the **Litmos App** on your mobile device by:

Step 1: Navigating to your respective store, whether that is through the [Apple App Store](#) or [Google Play](#) & download the **SAP Litmos Training App**.

Step 2: Enter the following domain on the login page: **independenceaustralia** (this is all one-word, no spaces).

Step 3: Go to your browser and enter the following

URL: <https://independenceaustralia.litmos.com.au>

This will launch your **Learn Your Way** dashboard directly from the App.

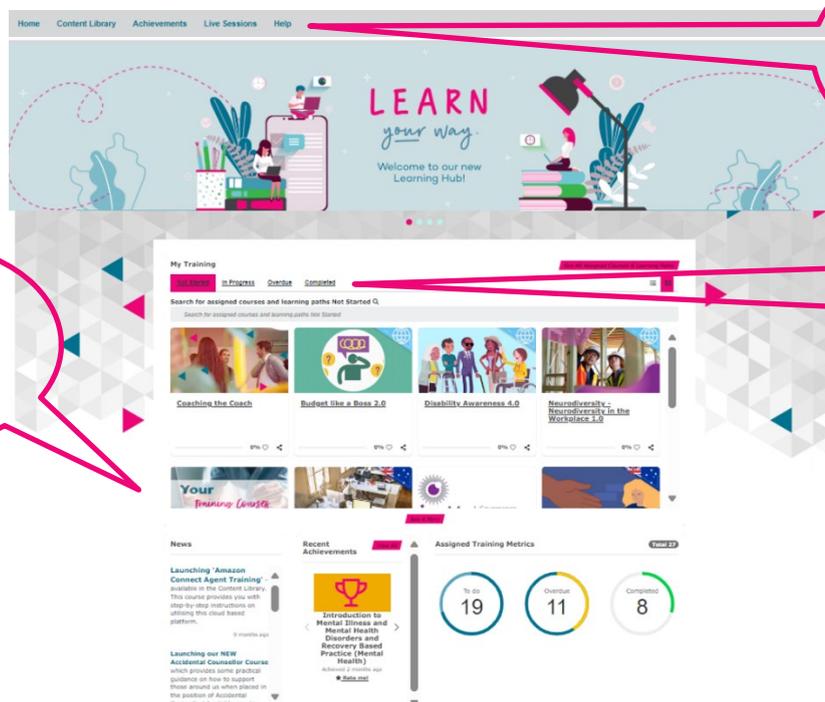


Each time you wish to access the App, you must be signed into your IAG account.

General Information: Main Navigation

Welcome to the Learner Dashboard. From here you can:

1. Begin any courses that have been assigned to you
2. View the content library and browse through the catalogue of courses available
3. Stay on top of announcements and news
4. View your recent achievements
5. View your 'favourite' marked courses



Any News or Recent Courses you've completed will appear here.

View the Content Library, your Achievements, including downloading Your Certificates

You can see what course you have Not started, are In Progress and Completed

Completing Courses:

1. Your assigned courses are displayed on the dashboard. The menu allows you to filter through courses that are: in progress, overdue, not yet started and courses that are completed.
2. The Content Library contains a catalogue of courses available to all learners. The content library can be accessed from the main navigation bar. From here you can view all of your active *assets*, *courses*, *modules* and *learning paths*. You have the ability to search for courses using the top bar and filter down on the search results page. You will also see content that was: recently viewed, favourites, popular categories & courses recommended for you.

Note: Courses are not required to be completed in one sitting. You can begin courses and continue at a later date and time without losing your progress achievements.



Help & Support:



Experiencing difficulties with the portal? Do you have questions that have not been answered within this guide?

Contact People Experience: peopleexperience@iagroup.org.au