

uiuLearn Login Procedures

The electronic version of this PDF has a clickable Table of Contents and other bookmark links.

Table of Contents

Introduction	1
Browsers	1
Logging in to uiuLearn.....	2
Office 365 Widget	2
Bookmarks	3
Support for Logging In.....	3

Introduction

On **Oct 22, 2019** single sign on (SSO) enabled quicker access to email and uiuLearn! The login page has a new design, and the **Office 365 widget** is now on all uiuLearn homepages enabling users to conveniently access their UIU email and OneDrive content from within uiuLearn.

Browsers

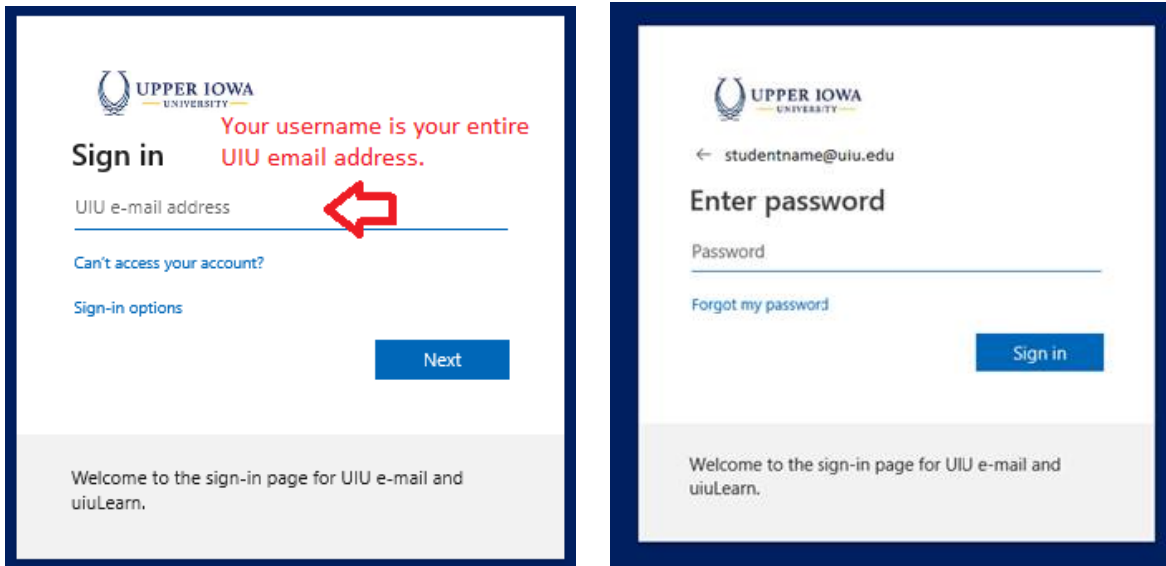
A browser is a program that allows a computer to display web pages on the internet. Examples include Google Chrome, Mozilla Firefox, Microsoft Edge, Internet Explorer (IE), and Apple Safari.

UX Tip: As of January 2020, IE will no longer be supported. Chrome enables best user experience (UX) for using uiuLearn. For more information see the [uiuLearn and Web Browsers](#) training.

Logging in to uiuLearn

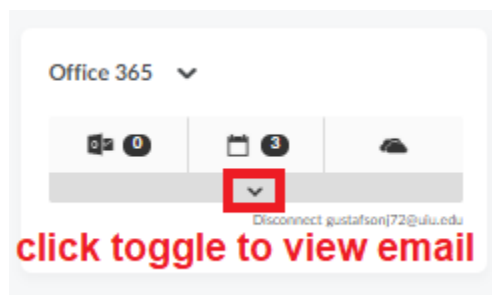
1. Navigate to the uiu.edu web site and click the Login link at the top left corner of the page.
2. In the new window, click the [uiuLearn](#) link. (You may have to scroll down.)
3. On the Sign in window, type your UIU email address in the designated field → click the Next button.
4. In the Enter Password window, type your password → click the Sign In button.

UX Tip: For quickest access, bookmark the uiuLearn login page. (See [Bookmarks](#) section below.)



Office 365 Widget


When using a PC or laptop, the Office 365 Widget is found on the upper right-hand corner of the global homepage and course homepages. (If you are using a device, scroll down to view the widget.) Click the toggle to reveal your email list.

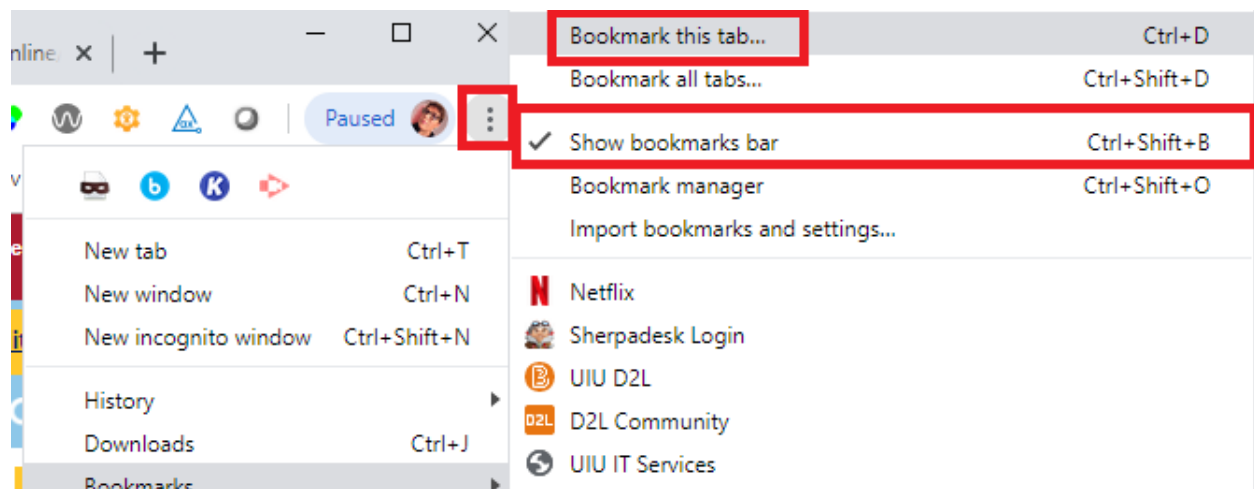


[Back to Table of Contents](#)

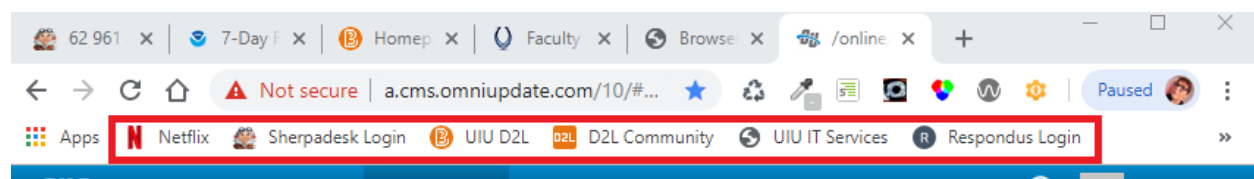
Bookmarks

Bookmarking web pages enables you to get to frequently used pages in one click. Since Chrome is the top recommended browser for uiuLearn, this step-by-step tutorial will cover bookmarking steps in Chrome.

1. To create a bookmark quick link to a specific web page, click the customization icon  in the top right corner of your browser window. A dropdown menu will appear.
2. Hover your cursor over the Bookmarks dropdown item → when the new menu appears, select Bookmark this tab.
3. When the pop-up window appears, you can type a short tab name. (e.g., uiuLearn)
4. To open the Bookmarks bar, hold down the Control (Ctrl) and Shift keys at the same time and hit the letter B or go through the above steps again and select the “Show bookmarks bar” option.



If you have performed the above steps correctly, you should see your new Bookmark tab displayed. The Bookmarks bar is outlined in red in the image below. To go to any of your bookmarked pages, click once on any of the tabbed items to go to the associated web page.



Support for Logging In

If you have questions about these changes or need help, email the IT Help Center at helpdesk@uiu.edu with a subject line uiuLearn SSO.

[Back to Table of Contents](#)