



UNIVERSITY OF
ST. MICHAEL'S COLLEGE
IN THE UNIVERSITY OF TORONTO
HUMAN RESOURCES

Accessing SuccessFactors: Learning Management System (LMS)

The SuccessFactors Learning Management System (LMS) houses professional development resources to support the U of T community from 'hire to retire', including learning and professional development courses hosted by the Centre for Learning, Leadership, & Culture (LLC), the School of Continuing Studies, and LinkedIn Learning.

Permanent USMC staff received an email with their username and a link to a password "reset" from **U of T SuccessFactors** to access the LMS Portal via:

hcm17.sapsf.com/login?company=universi05P4&loginMethod=PWD#/login. If you have not received the a password reset link, please contact lms.help@utoronto.ca.

Logging in:

1. Ensure you have set your password using the link provided by UofTSuccessFactors@successfactors.com in email.
2. *Log into the portal using the username, formatted as **UT+6 digits**, and password you have set.

*If you forget your credentials, please click on forgot username/password field and follow the instructions to reset.

UNIVERSITY OF
TORONTO

Forgot Password?
Enter your username or the email address associated with your account.

< >

?

OR

?

Cancel Reset Password

Searching for Courses:

1. Click on "Learning" under the Home tab.
2. Click "Browse all Courses" under "Find Learning".
3. Search for the course you're interested in.

4. Select the course, then select “Assign to Me”. **Direct links to courses will not work as you must log in through the federated college portal first.**

Registering for Live Webinars:

1. While logged in, under “Available Classes” – Select “Register Now” at time that works best for you.
2. Once you register, you will receive a **confirmation email** including details to the class including the Zoom link. You will also receive a calendar invite from s.baig@utoronto.ca. Please allow an hour for this email to arrive.

Technical Issues:

If you do not receive a confirmation email once registered for a course or have any technical issues, please contact s.baig@utoronto.ca. If you are still not able to access the course material or need help, please contact lms.help@utoronto.ca.

More information on how to navigate the LMS Course Dashboard can be found here: <https://ulearn.utoronto.ca/lmstrain/> & <https://ulearn.utoronto.ca/fedcolleges/>.