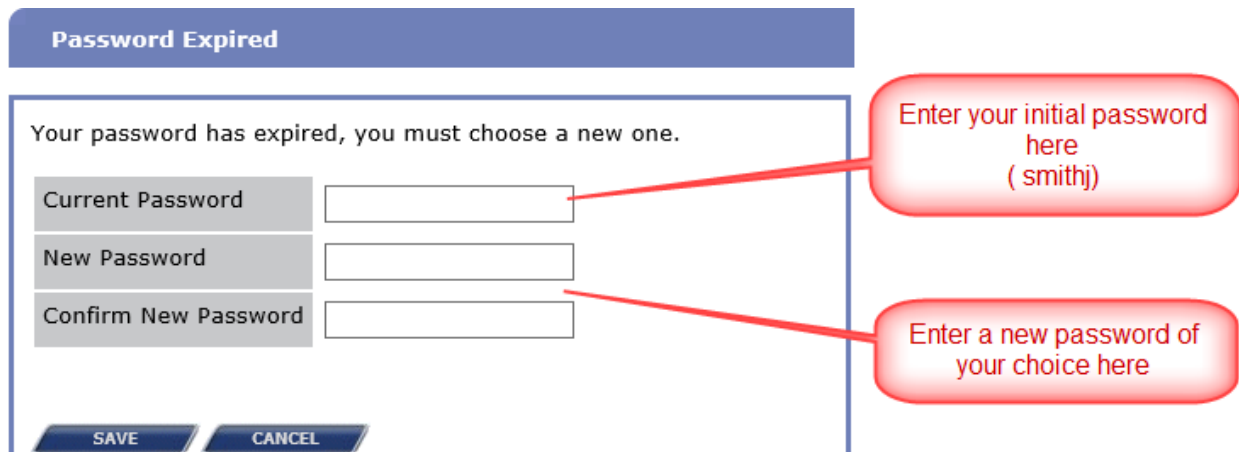


# Net Learning Instructions

1. Go to [www.allencollege.edu](http://www.allencollege.edu)
2. Move your cursor to *Current Students*
3. Click on *Net Learning*
4. At the *Login Type* drop-down, choose *Employee ID*
5. Enter your last name, capitalizing the first letter, followed by the first two letters of your first name, capitalizing both letters, then your date of birth using a 6-digit format.  
(Ex. Jane Smith with a birthdate of January 1, 2020 would be SmithJA010120)
6. Enter your password in the next box  
Your initial password will be your last name and your first initial (Jane Smith would be smithj). If you have logged-in previously, use the updated password
7. Click *Login*

## First Time Logging In

After you use this initial password to log in, you will be prompted to change your password.  
**Your new password must be different from the initial password.**



The screenshot shows a web form titled "Password Expired" with a blue header. Below the header, the text reads: "Your password has expired, you must choose a new one." The form contains three input fields: "Current Password", "New Password", and "Confirm New Password". At the bottom of the form are two buttons: "SAVE" and "CANCEL". Two red callout boxes with white text and red borders point to the input fields. The first callout points to the "Current Password" field and contains the text: "Enter your initial password here ( smithj)". The second callout points to the "New Password" field and contains the text: "Enter a new password of your choice here".

After saving a new password, you will be directed to the Net Learning portal.

- All modules appearing under your name must be completed.
- Review the material for each module as many times as desired. After the test is completed successfully, the module will move from the "to do" list, appearing on your Net Learning TRANSCRIPT.
- If a test is not completed, answers will not save for future use.

If you have questions regarding Net Learning, please contact [Admissions@allencollege.edu](mailto:Admissions@allencollege.edu) or (319) 226-2014.