

How-To Guide

Activating Your Account and Resetting Your Pegasus LMS SSO Password

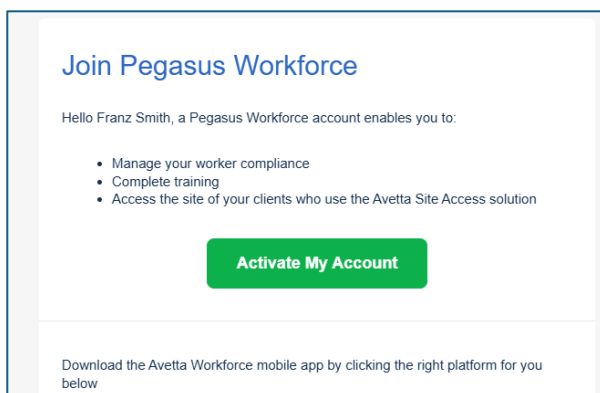
Step 1: Course Enrollment

You will be enrolled in a course by your company administrator.

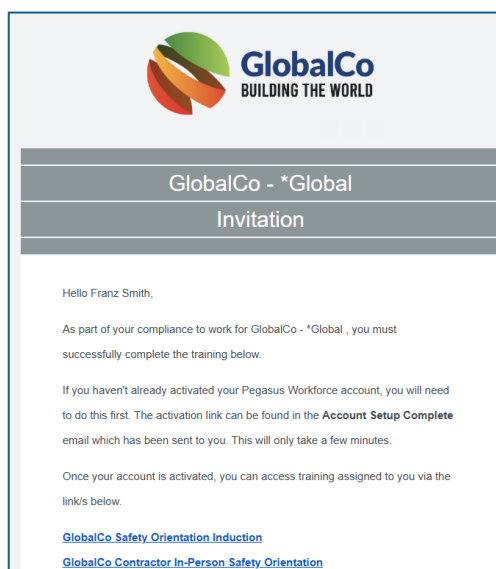
Step 2: Email Notification

Upon enrollment, you will receive two (2) emails:

1. An activation email for your Pegasus Workforce Account (also called single sign-on in some portal screens).



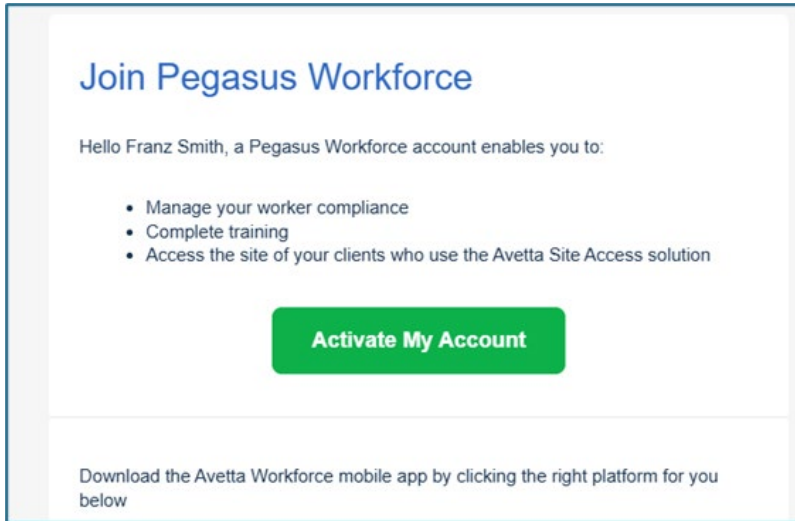
2. An enrollment email for the training course and/or classroom courses you have been added to.



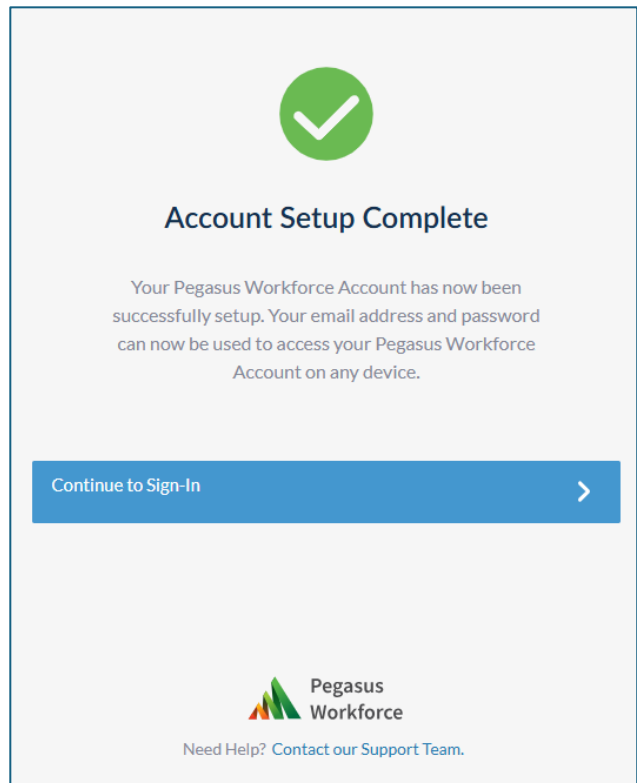
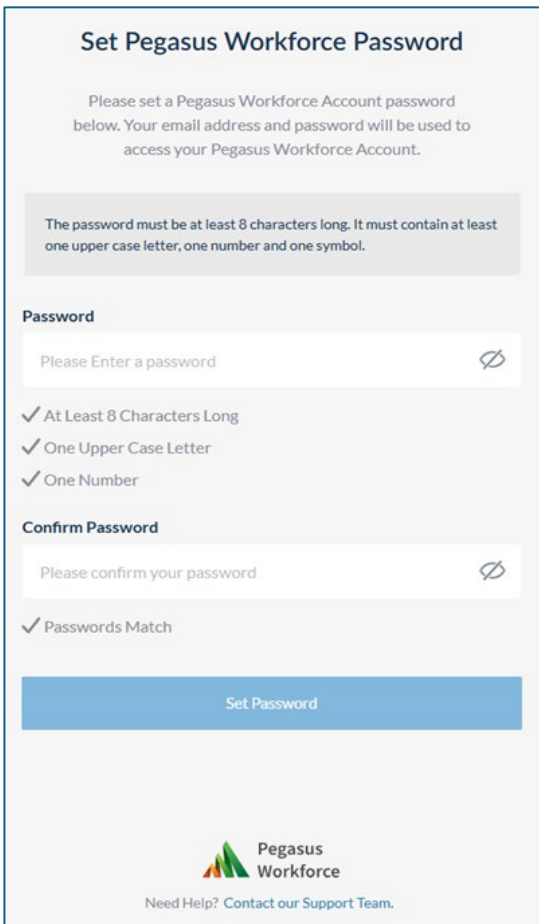
Note: For any future course enrollments, you will only receive the training enrollment email once you have activated your Pegasus Workforce Account.

Step 3: Activate your Pegasus Workforce Account

- Click the *Activate My Account* button.

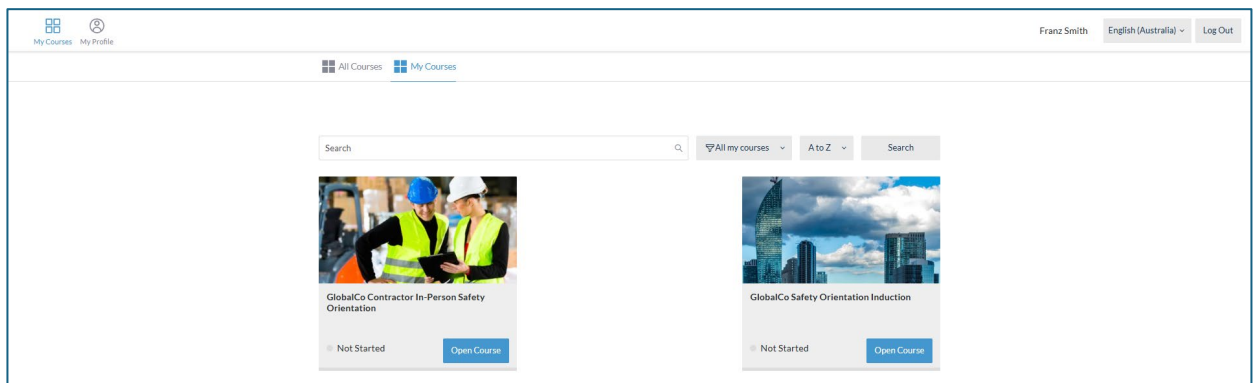
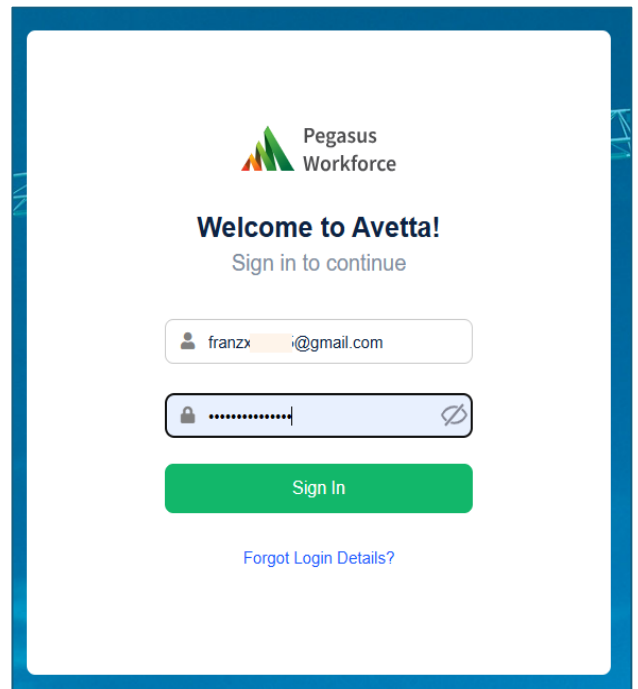
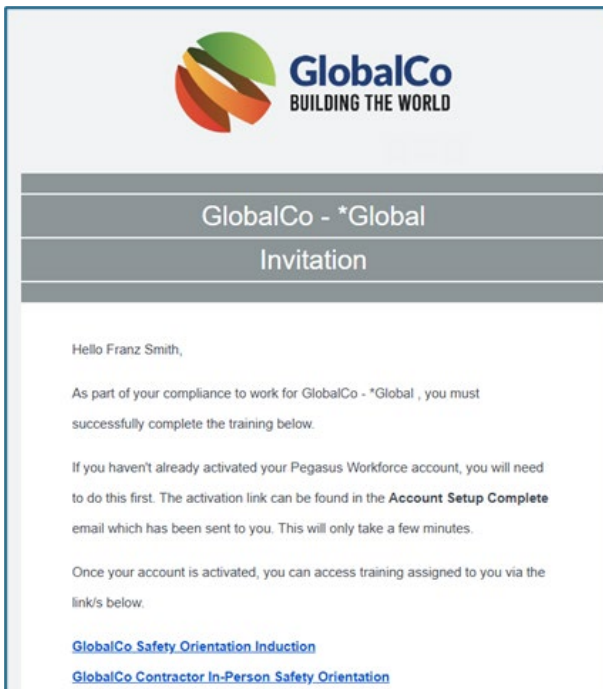


- Set your Pegasus Workforce Password and then click *Set Password* button. Your email address will be your login for future access.
- An *Account Setup Complete* page will appear.



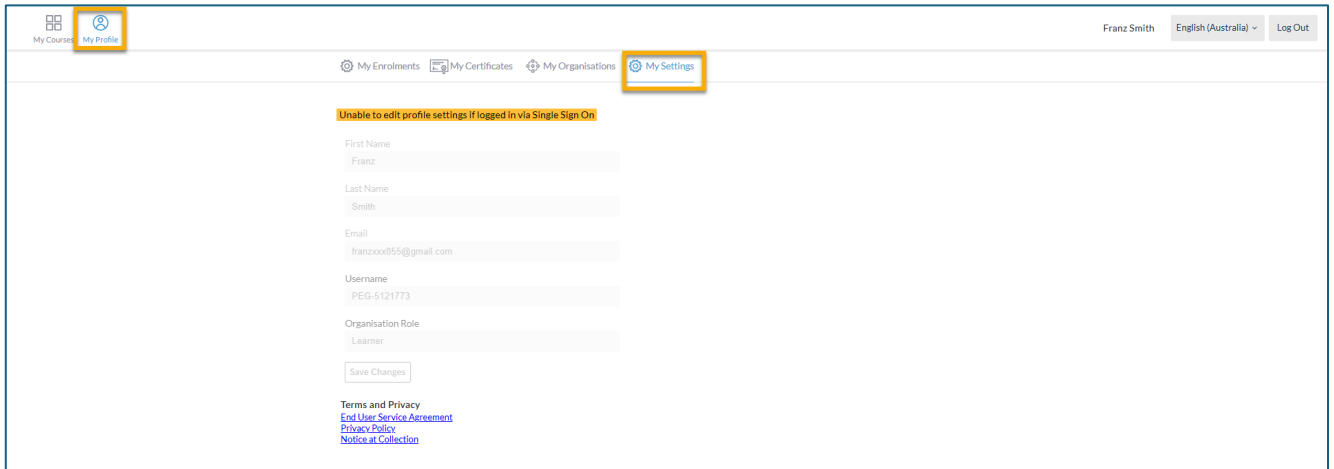
Step 4: Access your Course

- Return to your enrollment email and select the link to your Training Course page and portal login. If you're enrolled in multiple courses, all links will appear in the same email.
- You'll be prompted to sign in with your Pegasus Workforce Account using your email and newly created password.
- After selecting *Sign in*, you'll be logged into the training portal.

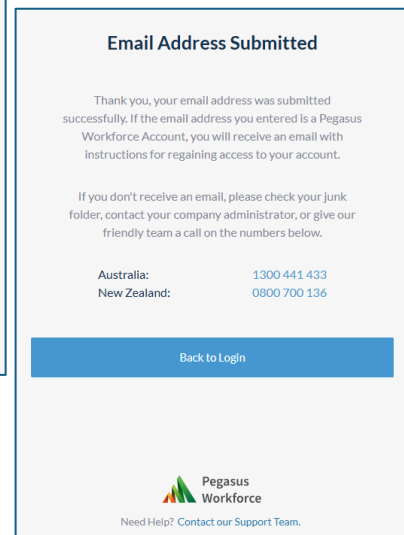
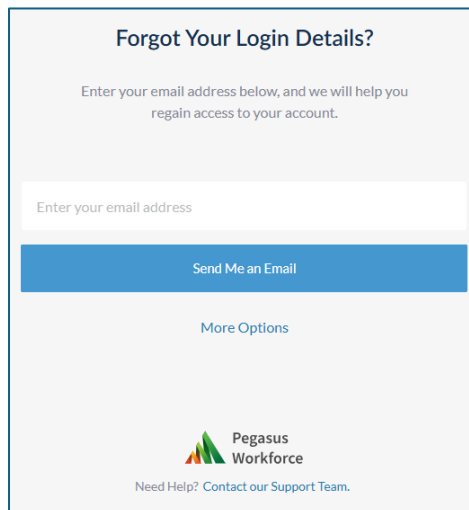
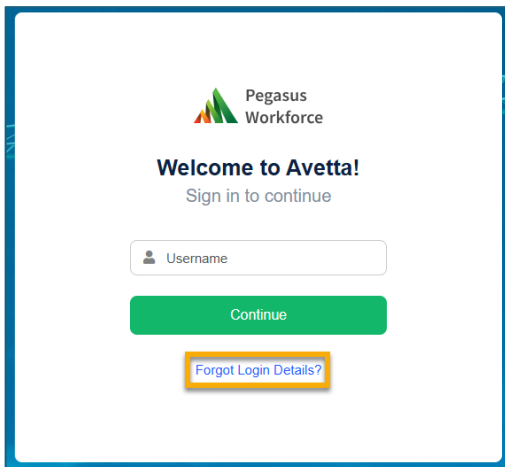


Step 5: Worker Profile – Reset your Password

- In “My Settings,” you can view your email and details, but editing is not allowed.



- To reset your password, select *Forgot Login Details* on the Access Gateway login page, enter your email, and click *Send Me an Email* button.
- An *Email Address Submitted* page will appear.



- Check your email to create your new password.
- Click *Set a New Password* button, enter your new password, and submit.
- Once complete, a *Password Updated* page will appear, and you can use your new password to log in.

