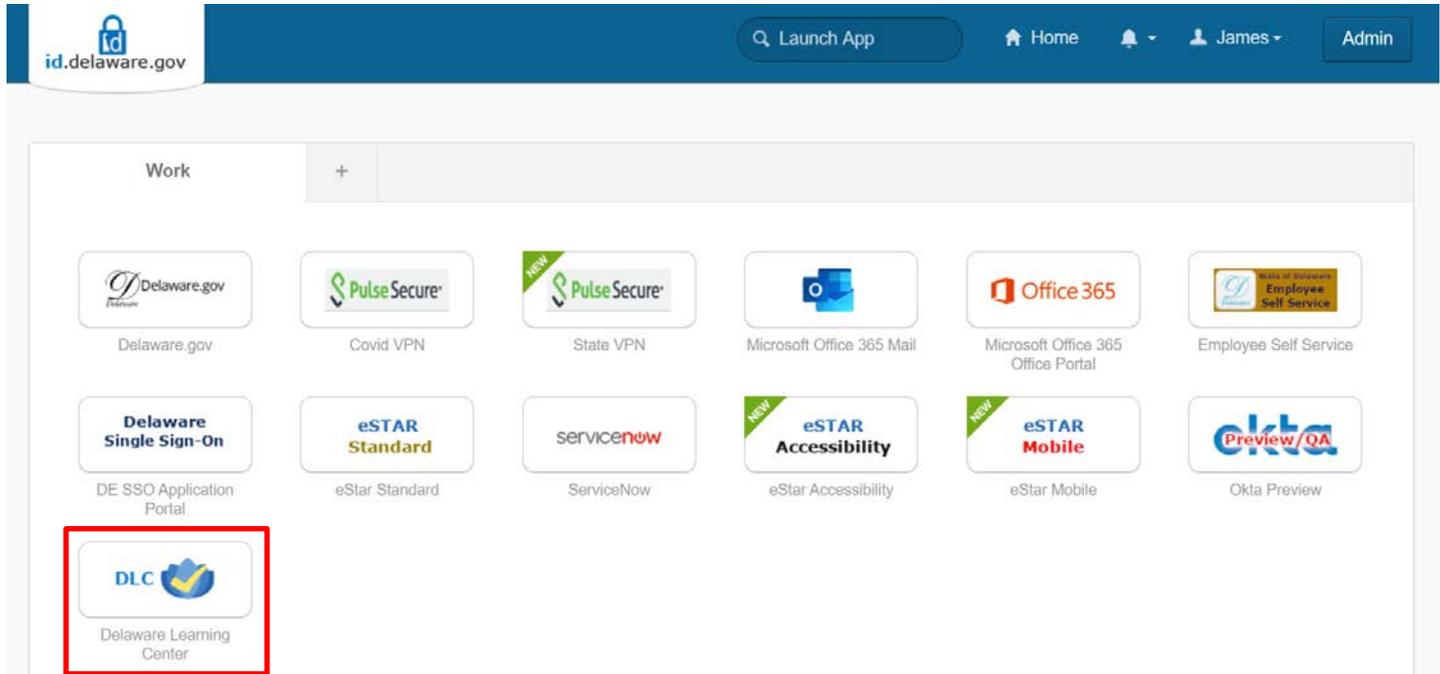


## Delaware Learning Center Logon Options

### 1. State Sign-On

A. To access the Delaware Learning Center (DLC) go to [id.delaware.gov](http://id.delaware.gov) and login. Once authenticated you will see your home screen with tiles to applications you have access to, one of which will be the Delaware Learning Center:



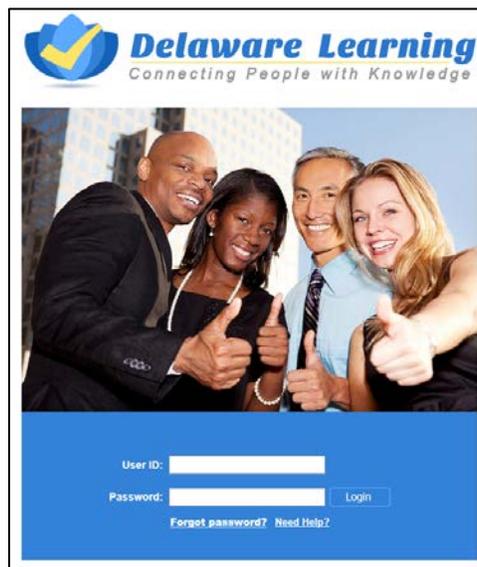
*Note: your home screen will have different tiles, this image is an example of an id.delaware.gov home screen*

B. Alternately, you can access the id.delaware.gov login page by going to [dhr.delaware.gov/training/](http://dhr.delaware.gov/training/) and selecting the State Sign-On login button.



## 2. Standard Login

- A. **State Employees with @delaware.gov email addresses:** If the single sign-on option above does not work, go to the Training webpage as you did in Option 1B: Choose the **Standard Login** button. This will bring you to a login page like the screenshot below. Use your employee ID number as the User ID and the password you created. If this is your first time using the standard login or you cannot remember your password, use the **Forgot Password** to trigger a password reset. Contact your HR Office to ensure your business email address is correct and populated in PHRST.
- B. **State Employees without @delaware.gov email addresses:** If you do not have a State email address, you will use the **Standard Login**. Enter your employee ID number as the User ID and the password you created. If this is your first time using the standard login or you cannot remember your password, select the **Forgot Password** to trigger a password reset. You will continue to use this login process to access training.
- C. **Others:** School district, charter school, higher education employee, contractors, and healthcare provider with a DLC Account: If you already have an account setup in the Delaware Learning Center, you will select the **Standard Login**. Enter your email address as the User ID and the password you created during account setup. If you cannot remember your password, select **Forgot Password** at the bottom of the login screen.



### **Notes:**

If you try to login more than six times, you will be locked out for one hour. If you have any questions about the system or the login process, email the [LearningCenter@delaware.gov](mailto:LearningCenter@delaware.gov).