WellStar’s online SuccessFactors Learning system is available 24/7, no matter where you are. To access, go to the URL below:

https://performancemanager4.successfactors.com/login?company=wellstar

IMPORTANT NOTE: For the best user experience, we recommend a Windows PC and Internet Explorer. For Mac users there are known issues with Safari that could prevent you from accessing SuccessFactors. While not officially supported, Chrome and Firefox are viable browser alternatives for both Windows and Mac.

Enter your username and password. Your username is your **License** number. Your initial password is also your **License** number.

After your initial login, you will be prompted to change your password. If you forget your password, contact the IT Service Desk at (770) 956-6000.

### Step 1
Reach your **Learning** Page in one of two ways:
Step 2

You may browse for and self-assign courses in the open catalog by selecting **Browse all courses** or if you know a course number or title, enter it in the search box on the ‘Find Learning’ tile, and select ‘Go’:

Once you’ve located the course, you have the option of selecting **Start Course** to begin online training immediately or **Assign to Me** in order to add your Learning Plan for completion at a later time: