

## Getting Started Guide

1. Obtain your employee ID number located on your MyMcLaren Personal Information Page.
2. Click on the [McLaren University](#) link located in MyMcLaren Home page.
3. On the Login page enter:  
**User ID:**  
Enter your employee six digit number.  
**Password:**  
Enter your employee six digit number.
5. Change your password. Password is case-sensitive.
6. Login.
7. You are now in the McLaren University at the "My Learning Page."
8. There may be learning programs assigned to you. Note the **Due Date** for your assigned learning programs.
9. Click on the assignment and begin the learning program.
10. At the completion of program, your **My Learning Page** will indicate: complete.
11. Your Manager will be informed of your status.

For questions regarding McLaren University,  
email [McLarenUniversity@mcclaren.org](mailto:McLarenUniversity@mcclaren.org),  
or call (517) 975-7358.  
Response will be within 1 business day  
except weekends or holidays.

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# MyMcLaren

## Self-Service Login

1. Click on the **MyMcLaren** icon located on your Novell Delivered Applications.  
Or type [My.mclaren.org](http://My.mclaren.org) into your web browser.

## First Time Login

- **User Name:**  
Enter your first name as it appears on your paystubs and last 4 digits of your social security number (e.g. john5678).
- **Password:**  
Default password is your date of birth (mmddyyyy) upon first login.
- **Current Password:**  
Enter your date of birth again.
- **New Password:**  
Create a password of your own and type it into the field.
- **Confirm Password:**  
Retype your new password in the field then click the OK button.

## Repeat Visitor Login After Changing Default Password

- **User Name:**  
Enter your first name as it appears on your paystubs and last 4 digits of your social security number.
  - **Password:**  
Enter new password.
2. Click on [Myself](#) menu option.
  3. Choose [Personal Summary](#).
  4. Obtain your employee number.
  5. Click on [Home](#) located in the upper right corner.

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