McLaren

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@mclaren.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* 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.