

MyLearning Login Instructions for Existing mCOMET User

1. Click the link <https://mylearning.ccf.org/login/index.php>

Is this your first time here?

If you have logged into COMET or mCOMET before then you already have an account. Click the Existing Account button and complete one of the fields to have your login information sent to you.

If you have never logged into COMET or mCOMET, then create a new account below.

2. Click the **Existing Account** button

Cleveland Clinic Employees:

3. Enter your **Cleveland Clinic employee ID** in the **Employee id** field

Non-Cleveland Clinic Employees:

3. Enter your **email address** (used in mCOMET) in the **Email address** field

4. Click the **Search** button
5. A message displays, click the **Continue** button

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

6. Check your email for further instructions (It may take up to **24 hours** to receive the email, please also check your **Junk** email)

7. In the email, click the link provided
8. The **Set password** screen displays, enter a new password following the instructions provided

Please enter and repeat your new password below, then click "Set password".
Your new password will be saved, and you will be logged in.

There are required fields in this form marked *.

Set password

Username
yvette.campbell

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password*

New password (again)*

Save Changes **Cancel**

9. If the password is accepted you will be automatically logged into the **MyLearning** site (Save the site to your Favorites/Bookmarks)
10. Click the **Finding Learning** tab
11. Enter the name of the course provided by the course instructor in the **search** field
12. In the search results click the link to access the course