

MyLearning Login Instructions for **New 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.

Existing Account

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

Create New Account

2. Click the **Create New Account** button
3. Complete the **New account** screen, click the **Create My New Account** button
4. A message displays, click the **Continue** button

An email should have been sent to your address at janedoe@gmail.com

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

5. Check your email for further instructions (It may take up to **24 hours** to receive the email, please also check your **Junk** email)
6. In the email, click the link provided to launch **MyLearning**
7. Click the course link in the **My Courses** block or click the **Finding Learning** tab
8. Enter the name of the course provided by the course instructor in the **search** field
9. In the search results click the link to access the course
10. If required, enter the **Enrollment Key** provided by the course instructor