Discover What's New in the Learnupon Platform

Welcome!

Excited to join a Live Virtual Event — webcast, bootcamp or exam cram? This guide walks you through every step of attending and engaging with Live Virtual Events—like Exam Crams, Bootcamps, Virtual Conferences, and Live Webcasts. You'll learn how to enroll, confirm your attendance, join the session, and complete any post-event activities. Along the way, you'll see how notifications, your homepage, and automatic attendance tracking all work together to create a clear and consistent learning experience from start to finish.

Platform Quick View

When you log in to LearnUpon, you'll land on the redesigned homepage, your central hub for managing all your learning activities. The new interface is designed to make it easier to find, filter, and access your courses and events, all from one convenient place.

Navigating the New LearnUpon Experience
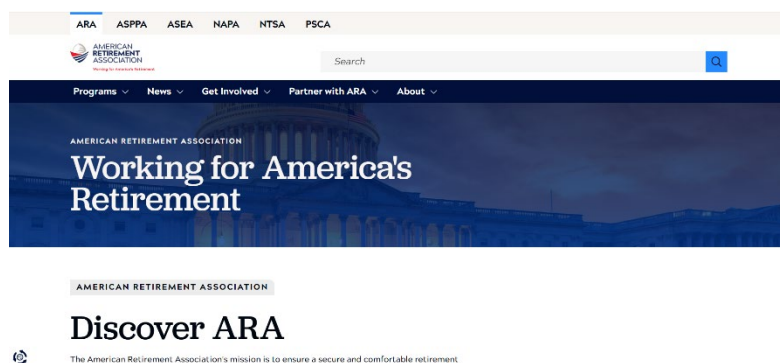
01	Getting Started

Follow these Steps to Get Started

Log into your account.
Note that there are multiple ways to log in and even with recent updates, all access points remain the same.

1. Login via usaretirement.org and locate your sister site.

💡 **Tip:** Bookmark this page for quicker access next time.

2. When you've reached your sister site, click on **My Account** and enter your credentials.

3. Click on **Learning Activities**. If you have an enrollment code, enter it, and click Continue. If you do not have a code, leave the field blank and click Continue.
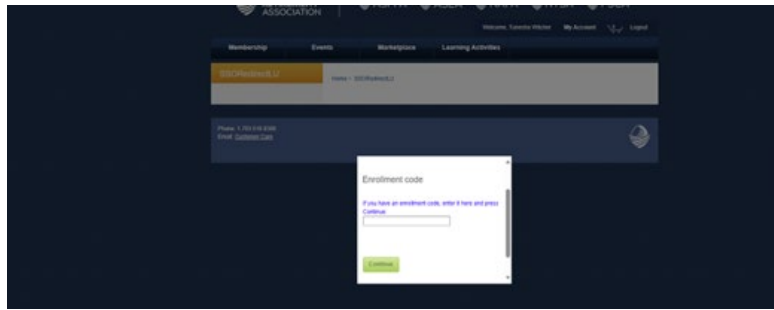
02   Exploring Your Dashboard

Once logged in, you'll land on your Home Page (also called your Dashboard).

Here's what you'll find:

- 📘 **My Learning** – View all the courses you're currently enrolled in.
- 🎥 **Live Learning** – Access live webcasts, exam crams, bootcamps, and virtual classrooms.
- 📗 **Catalog** – Browse and enroll in new courses, both on-demand and live.
- 📅 **My Live Sessions** – View upcoming events and access live session links directly.

03   Finding and Filtering Courses

To access courses or events you've registered for:
From the home page, navigate using the **My Learning**, **Live Learning**, or **Catalog** tabs.

💡 **Tip:** Use filters to easily track progress, locate live events, and manage upcoming sessions.

My Learning

Filter by:
- Status: Completed, Passed, or Failed
- Live Session

Live Learning

Filter by:
- All Sessions: My Sessions or Available Sessions
- Session Environment: Online or In Person
- Session Type: Single Session or Series
- Enrollment Status: Enrolled or Not Enrolled
- Date: Begin Date or End Date
- Attendance: Required or Not Required

Catalog

Filter by:
- Enrollment Status: Enrolled or Not Enrolled
- Live Session

| 04 | Attending Live Virtual Events |

Ready to Join a Live Event?

Live Learning is your space for events – including virtual conferences, exam crams, bootcamps, virtual classrooms and live webcasts.

Follow these steps to access events in LearnUpon

Log in. For guidance on logging in, **click here** for step-by-step instructions.

📝 **Registering for an Event**
After you register:
- You will receive a confirmation email with all event details (title, date, and time).
- You will also receive a calendar invitation with the Zoom link for quick access.

💻 **Joining Your Live Event**
On event day:
- Open your calendar invite and click **Join**, *or*
- Go to **My Live Sessions** in LearnUpon, select your event title, and click **Join** in the pop-up window.

💡 **Tip:** Join a few minutes early to test your connection and audio before the session begins.

✅ **After the Event**
Return to LearnUpon to:
- Complete evaluations or surveys.
- View recordings.

Need Help?

If something doesn't look right:

- Make sure you're logged into the correct account.
- Check your spam folder for your confirmation email.
- Still stuck? Contact Customer Care at customercare@usaretirement.org.