

# 1 Log In

If you work for CalHR or the State Personnel Board (SPB), refer to 3.1.

If you don't work for either of those two departments, refer to 3.2.

## 1.1 Log in for CalHR and SPB users

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CalHR and SPB users can access the system just by using a button.

**Login**

Already have an account? Log in below.

**Non - CalHR/SPB employees:**

Username

Password

Login

[Don't Have an Account?](#) [Forgot Password?](#)

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**CalHR/SPB employees:**

Login with your CalHR Account

Login with your SPB Account

[Please read the Privacy Notice prior to registering](#)

**Blackboard recommends the following web browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, or Apple Safari (for Macs).**

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Figure 1: Login (CalHR and SPB Users)

## Identity verification (first time only)

The first time you use the CalHR LMS, you will get a **Microsoft Sign In** to enter your email and password.

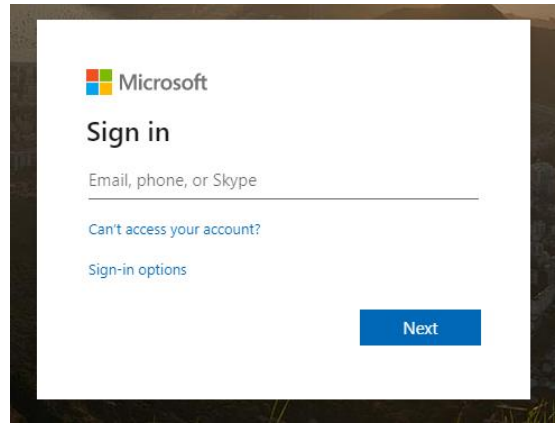


Figure 2: Microsoft Sign In

Then you will see the **UEID Identity Verification**.

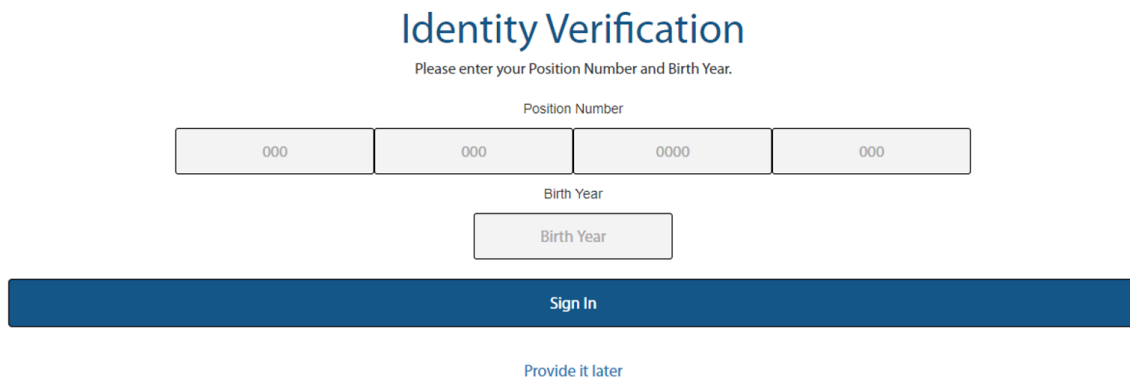


Figure 3: UEID Identity Verification

Enter your position number and birth year. If you're not sure what your position number is, see your supervisor.

Once you enter your position number and birth year, you won't see this screen again.

**Q:** Why does CalHR want me to verify my identity?

**A:** With this step, we connect you and your new Unique Employee Identifier (UEID). Unlike your position number, which can change as you change jobs, your new UEID will remain the same throughout your State career. That way, your training records will follow you as you change jobs!

## 1.2 Log in for other users

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If you don't work for either CalHR or SPB, you'll need to enter your username and password.

**Login**

Already have an account? Log in below.

**Non - CalHR/SPB employees:**

Username

Password

Login

[Don't Have an Account?](#) [Forgot Password?](#)

**CalHR/SPB employees:**

Login with your CalHR Account

Login with your SPB Account

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Figure 4: Login (Non-CalHR/Non-SPB Users)