Username: Email Address or BHS\Network Username
Password: Network Password

Example: Sue.Smith@bannerhealth.com or BHS\SSmith
The domain prefix is BHS\ before the network ID.

- If you haven't logged in to the BLC in the past 90 days, you will be prompted to reset your password. You can reset to your network password.
- If you need to reset your Network password, click the Password Reset Tool.

Username: BLC Username
Password: BLC Password

For help or questions, please email the BLC Team.
## Help Topics by Role

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<th>Manager</th>
<th>Instructor</th>
<th>Manager (without Direct Reports)</th>
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<td><strong>Manager View: My Team</strong></td>
<td>Manager Roster Includes the following topics:</td>
<td>• <strong>Add courses/classes to Team Members’ plans</strong></td>
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<td>○ Register students</td>
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<td>○ Mark completions and assign a grade/score</td>
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</table>

- **Learner**
  - Accessing my Learning Plan
  - Cancel Enrollment
  - Enroll in a Class
  - Search Learning Catalog
  - View Completed Courses

- **Manager**
  - Manager View: My Team
  - Access My Teams’ Learning
  - Access Transcripts
  - Registering Team Members for a class
  - Running and Viewing Reports
  - Running a report for learning coming due and past due
  - Assigning a Delegate (Proxy)
  - Acting as a Delegate (Proxy)
  - Key terms and definitions

- **Instructor**
  - Manager Roster Includes the following topics:
    - ○ Register students
    - ○ Cancel students
    - ○ Print roster
    - ○ Mark completions and assign a grade/score

- **Manager (without Direct Reports)**
  - Add courses/classes to Team Members’ plans
  - Change Team Members’ class date/time
  - Review Team Members’ enrollment and completions
  - Running Reports
  - Running a report for learning coming due and past due