CitLearn
Online Learning Management System

I. How do I login to CitLearn?
   
   A. Make sure you are using one of the browsers supported by CitLearn.
      - On the CitLearn login page, locate the "General Info" section.
      - Click on the "List of Supported Browsers" link.
   
   B. Your CitLearn Username is your 8-digit Campus Wide ID number, or CWID.
      - Your CWID Number was given to you when you were hired.
      - If you do not know your CWID Number, please contact the HR Office at 953-6922.

   Your CitLearn password is the word "Pass" plus the last four digits of your Social Security Number.
   (Example: Pass0000)

II. Other CitLearn System Minimum Requirements:
   - Windows XP or higher
   - MAC OS 9.X or higher
   - Internet Connection
   - Some courses may require a CD-Rom drive, speakers, and sound card

III. How do I change my CitLearn password?
   Once you login for the first time, you can change your CitLearn password to something more secure.
   (Tip: A really secure password will contain a mixture of numbers, both uppercase and lowercase letters,
   and it will be at least 8 characters long.)
   - Login to CitLearn with the above information.
   - On the “My CitLearn” tab, click on the “Personal Information” link in the “Tools” module.
   - On the next screen, click on the “Change Password” link.
   - The next screen requires the new password to be entered twice. Click on the “Submit” button.

IV. What if I forget my CitLearn username?
   - Your CitLearn User Name is your 8-digit Campus Wide ID number, or CWID.
   - You can call HR, 953-6922 to find out your CWID number.

V. What if I forget my CitLearn password? Please contact the CitLearn administrator by e-mail.
   - Her e-mail address: conyers.bull@citadel.edu.
   - Please include your first name, last name, and CWID number.

REMEMBER: Keep your username and password in a safe place.