Access iLearn From My TotalSource
Quick Reference Guide
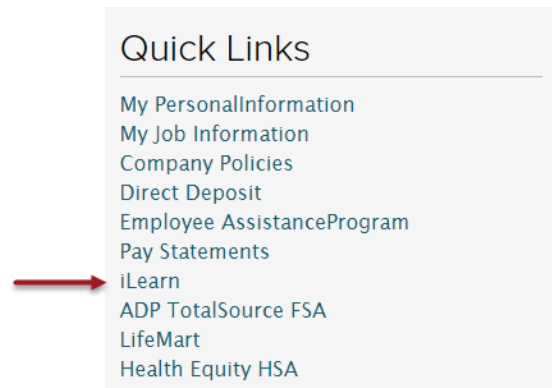
Accessing iLearn from My TotalSource

User Login

1. Go to https://mytotalsource.adp.com 2. Enter your **User ID** and **Password**. 3. Click the **LOG IN** button.	
4. From the **Quick Links** section on the Home Page, click the **iLearn** link.	
This will automatically log you into iLearn@ADP.	

Administrator Login

1. Go to https://mytotalsource.adp.com

2. Click *Admin Login*.
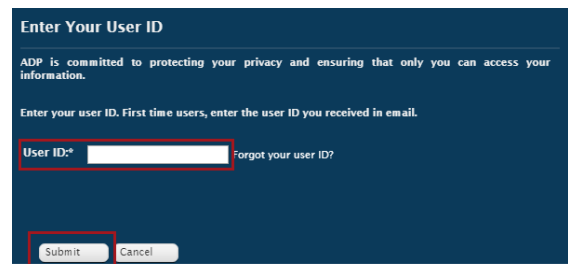
3. Enter your *User ID*.

4. Click the *Submit* button.
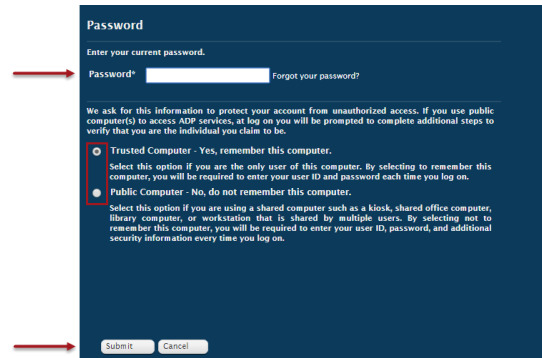
5. Enter your Password.

6. Select if you're using a *Trusted Computer* or a *Public Computer*.

7. Click the *Submit* button.
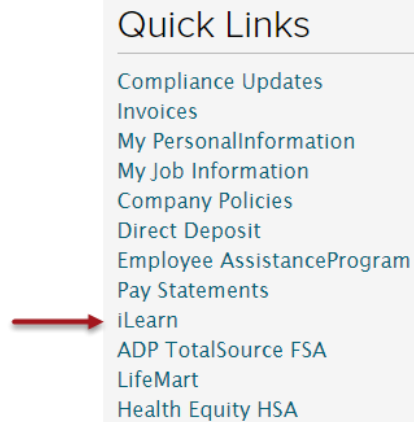
8. From the *Quick Links* section on the Home Page, click the *iLearn* link.	
This will automatically log you into iLearn@ADP.	

User Levels

- If you are set up as a regular user you will be able to view all learning opportunities.

- If you are set up as a manager with direct reports you will be able to assign training to your direct reports and track their progress.

- If you are set up as a training administrator you will be able to proxy enroll training to all employees and track their progress.

Further Assistance

If you need further assistance with iLearn@ADP, please contact us at LearningSupport@ADP.com.