

Access iLearn From My TotalSource

Quick Reference Guide

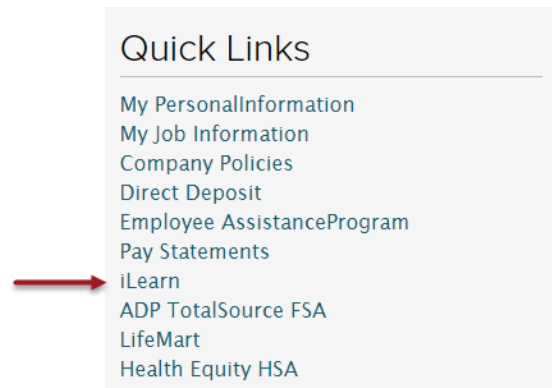
Accessing iLearn from My TotalSource

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**.



English (US) ▼

Welcome to ADP

User Login **Admin Login** First Time User?
REGISTER HERE

User ID

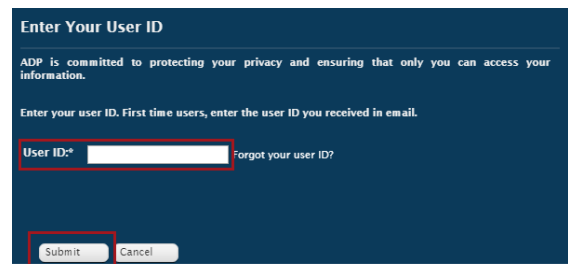
Password

Forgot Your User ID/Password?

LOG IN

Help Getting Started

3. Enter your **User ID**.
4. Click the **Submit** button.



Enter Your User ID

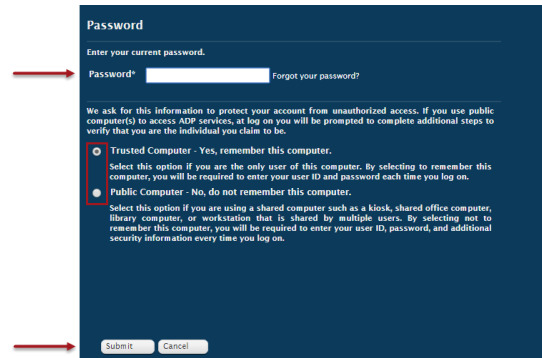
ADP is committed to protecting your privacy and ensuring that only you can access your information.

Enter your user ID. First time users, enter the user ID you received in email.

User ID* [Forgot your user ID?](#)

Submit Cancel

5. Enter your Password.
6. Select if you're using a **Trusted Computer** or a **Public Computer**.
7. Click the **Submit** button.



Password

Enter your current password.

Password* [Forgot your password?](#)

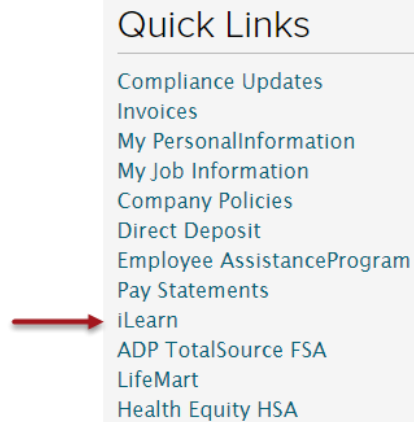
We ask for this information to protect your account from unauthorized access. If you use public computer(s) to access ADP services, at log on you will be prompted to complete additional steps to verify that you are the individual you claim to be.

Trusted Computer - Yes, remember this computer.
Select this option if you are the only user of this computer. By selecting to remember this computer, you will be required to enter your user ID and password each time you log on.

Public Computer - No, do not remember this computer.
Select this option if you are using a shared computer such as a kiosk, shared office computer, library computer, or workstation that is shared by multiple users. By selecting not to remember this computer, you will be required to enter your user ID, password, and additional security information every time you log on.

Submit Cancel

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.

