Instructions for Volunteer Leaders Access to “SHRM Volunteer eLearning” on the SHRM eLearning Portal

I. Accessing the SHRM eLearning Portal

Individuals with current or prior SHRM accounts should be able to log in immediately:

The login page for SHRM eLearning portal is: https://elearning.shrm.org/

Individuals who have an existing SHRM log-in account will be able to log in using the same email address and password they use for shrm.org and the SHRM Store. If you do not remember your password, please follow the prompts to reset your password here: https://login.shrm.org/

Once the password is reset, you will be able to log into the SHRM eLearning platform.

*Important note:* If you do not remember your username or password, please contact SHRM Customer Care before creating a new account. Learning and completion records cannot be transferred or merged to other accounts in the event that a duplicate account is created.

Those who have never had a SHRM account will need to create one via the SHRM Store

New SHRM users will need to create a login account by following these steps:

1. Go to https://store.shrm.org/ and click *Sign In.*
2. Click the **CREATE ACCOUNT** button.

3. Fill in the required fields, agree to the *Privacy Policy* and *Terms of Use*, and click the **CONTINUE** button when complete.
4. Once account creation is complete, please use the same email address and password to log into the SHRM eLearning Portal: https://elearning.shrm.org/

II. Accessing the SHRM Volunteer eLearning catalog

1. Once logged in, please scroll down to the Library Courses section and select the SHRM Volunteer eLearning catalog.
2. Click **View More Courses** and then the **Next Page** and **Previous** Page buttons to browse through available content.
3. Click **ENROLL** to see more information on the course and enroll. Once you enroll, the course will be added to your **My Courses** section.

4. In the **My Courses** section, click **Play** to start the course.