

Logging into the LEARN System for the first time

1. Go to www.mercuryuniversity.com
2. Enter your User ID (If you do not have a User ID, call Mercury University at 888-326-3728)
3. Enter in the password provided to you (normally “student”)
4. Click “Sign In”

Welcome! Please Sign In

User ID: 70788

Password: [masked]

Sign In

[Forgot Password?](#) [Forgot ID?](#)

5. Change your password

Password Expired

User Password has expired. Please Change User Password.

* = Required Fields

The User's password has to be compliant with the following rules:

- The length of the password must be between 1 and 40 characters.
- The new password cannot be same as any of the previous 6 passwords.
- Password cannot be same as the E-Signature PIN.

* Old Password: [input field]

* New Password: [input field]

* Verify Password: [input field]

4. Apply Changes [button]

Apply Changes [button]

1. Type in old password, typically "student"

2. Enter in a new password of your choice.

3. Re-enter the new password again in the "Verify Password box"

6. Create a security question

Please create a security question and answer that will be used when retrieving your password. A good security question and answer is something that only you will know, and will be hard for someone else to guess the answer.

You should avoid questions that contain personal data that is generally available (e.g. SSN, address, etc.).

Some examples are:

What is my mother's maiden name?
What is the name of my first pet?
What is my favorite film?

* = Required Fields

* Security Question: [input field]

* Security Answer: [input field]

* Re-Enter Security Answer: [input field]

4. Click submit [button]

Submit [button]

1. Enter in a question that is not generally known

2. Type in the answer to your security question

3. Retype your security question answer

Enter in your e-mail address to get important updates regarding your Mercury University training.

1. Click on your name

Welcome Anthony Gibbs |

Home Organization

Anthony Gibbs
Sample Dealer 3 (OB ATF) **1. Click on your name**

Your Talent Profile is Incomplete

Learning Plan

Search Learning Plan Show: Everything

There are no Items in Your To-Do List

Search Catalog
Browse

Easy Links

Approvals News Options and Settings Record Learning Reports Reports

2. Click on the pencil icon

Note that any inconsistency with the Record Configuration will not be displayed. Please check that configuration on what is displayed before filling this out. Contact the talent profile administrator (jim.schegetz@mercmarine.com) if you need to change information in a section that you cannot edit.

2 of 4 sections completed. 1 required section is still incomplete

Contact Information

Anthony Gibbs
Sample Dealer 3 (OB ATF)

2. Click the pencil icon

3. Enter in your email address

Edit Contact Information

* Required Field(s)

* User First Name Anthony

User Middle Initial

* User Last Name Gibbs

Email Address **3. Enter in your email address**
anthony@gibbs.com

Address-Street

Address-City

Address-State/Province

Address-Postal Code

Address-Country

4. Click Save Save Cancel