

Instructions for Graduate Assistant or Teaching Assistant registration on My Learning Connection

Student Employees, including Graduate Assistants and Teaching Assistants have access to the LMS at the time of their initial hire with the University for 30 days to complete their compliance training. If you need access after your initial hire for a new job, please send the following information so we can provide you access to My Learning Connection for your registration.

Also, please make sure if you are a new Student Employee and the access is prior to your start date that your paperwork has been submitted to the Office of Human Resources so that you can be added to My Learning Connection for access.

- M#:
- Address (to include street, city, state, and zip code):
- UserID (BearPass Login):
- University Email address:
- First Hire Date with the University:
- Department you are employed in:
- Start Date with your department:

Please return the requested information to PaulaWilhelm@missouristate.edu and copy KristiOetting@missouristate.edu

We will send you an email confirming your access and please let us know if you have any other questions or need additional assistance:

Thanks,

Paula

Paula M. Wilhelm
Assistant Director of Human Resources
Employee Development & Performance
Missouri State University
901 South National Ave
Springfield, MO 65897
Phone: 417.836.4592
Fax: 417.836.6789