



All Employees  
[Click Here](#)

**Username:** Email Address or BHS\Network Username

**Password:** Network Password

*Example:* Sue.Smith@bannerhealth.com **or** BHS\SSmith  
The domain prefix is BHS\ before the network ID.

- If you haven't logged in to the BLC in the past 90 days, you will be prompted to reset your password. You can reset to your network password.
- If you need to reset your Network password, click the [Password Reset Tool](#).

All External Contract  
Labor (ECL)  
[Click Here](#)

External Learners  
(Non-Employed)  
[Click Here](#)

**Username:** BLC Username

**Password:** BLC Password



## Help Topics by Role

Learner	Manager	Instructor	Manager (without Direct Reports)
<ul style="list-style-type: none"> <li>• <a href="#">Accessing my Learning Plan</a></li> <li>• <a href="#">Cancel Enrollment</a></li> <li>• <a href="#">Enroll in a Class</a></li> <li>• <a href="#">Search Learning Catalog</a></li> <li>• <a href="#">View Completed Courses</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Manager View: My Team</a></li> <li>• <a href="#">Access My Teams' Learning</a></li> <li>• <a href="#">Access Transcripts</a></li> <li>• <a href="#">Registering Team Members for a class</a></li> <li>• <a href="#">Running and Viewing Reports</a></li> <li>• <a href="#">Running a report for learning coming due and past due</a></li> <li>• <a href="#">Assigning a Delegate (Proxy)</a></li> <li>• <a href="#">Acting as a Delegate (Proxy)</a></li> <li>• <a href="#">Key terms and definitions</a></li> </ul>	<p><a href="#">Manager Roster Includes the following topics:</a></p> <ul style="list-style-type: none"> <li>○ Register students</li> <li>○ Cancel students</li> <li>○ Print roster</li> <li>○ Mark completions and assign a grade/score</li> </ul> <ul style="list-style-type: none"> <li>• <a href="#">Add learners to Roster</a></li> <li>• <a href="#">Send message/notifications to Students</a></li> <li>• <a href="#">Create a Class and add Instructors and other Resources</a></li> <li>• <a href="#">Add Attachments to a Class</a></li> <li>• <a href="#">Key Terms and definitions</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Add courses/classes to Team Members' plans</a></li> <li>• <a href="#">Change Team Members' class date/time</a></li> <li>• <a href="#">Review Team Members' enrollment and completions</a></li> <li>• <a href="#">Running Reports</a></li> <li>• <a href="#">Running a report for learning coming due and past due</a></li> </ul>