Employer Learning Center Account Instructions

This document provides information about creating your account and retrieving your password for CalSTRS' Employer Learning Center (ELC).

Revised: 05/24/2023

Creating a New Account

Step 1:

Navigate to the weblink: https://training.calstrs.com. The Log in screen displays. Click the **Create new account** button under "Is this your first time here?". You may need to update your browser settings for best results.

Step 2:

Complete the required fields. When you have completed the required fields, click the **Create my new account** button.

Employer Learning Center

New account

▶ Expand all

▾ Choose your username and password

| Username | ❶ | EmployerTraining |

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

| Password | ❶ | ••••••••••• |

▸ More details

▸ Employer Profile

[Create my new account] [Cancel]

There are required fields in this form marked ❶ .

Step 3:

A confirmation message displays saying, "**An email should have been sent to your address…**" Click the **Continue** button.

ELC
CALSTRS PALMS
EMPLOYER TRAINING SERVICES

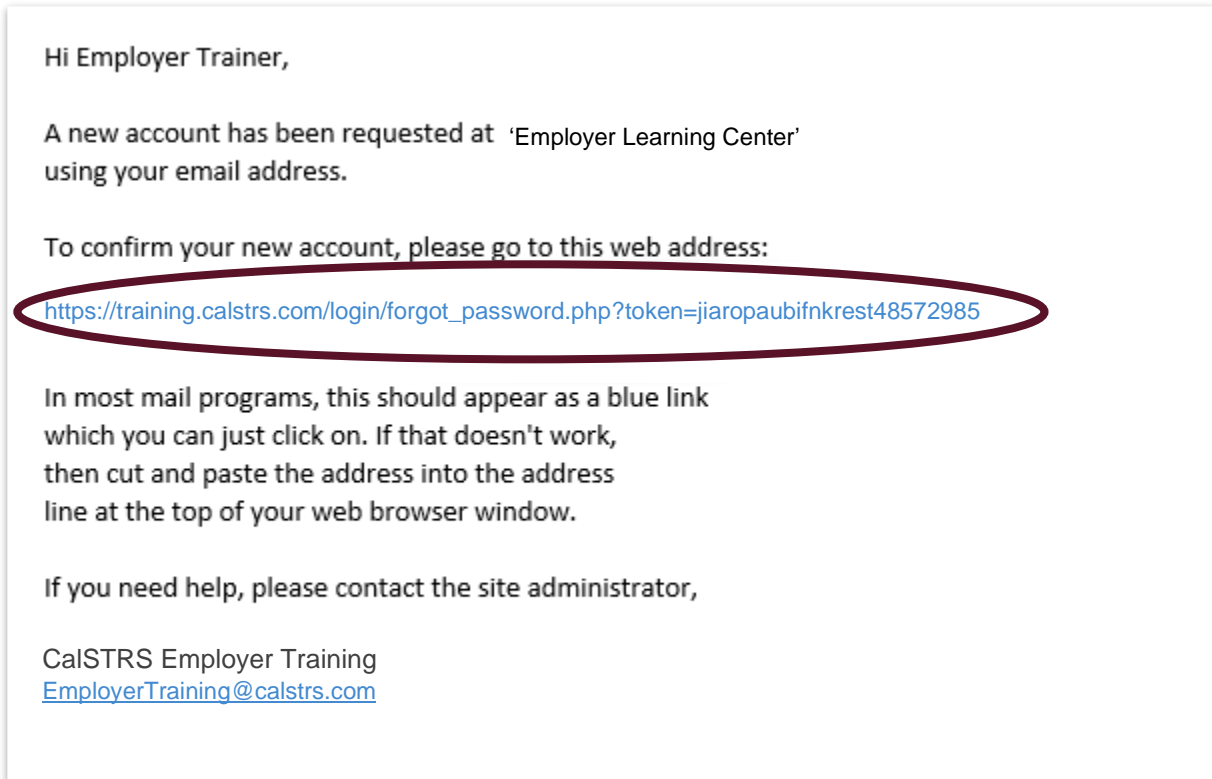**Employer Learning Center**

Home / Confirm your account

An email should have been sent to your address at **example@emailaddress.com** ⬅

It contains easy instructions to complete your registration.

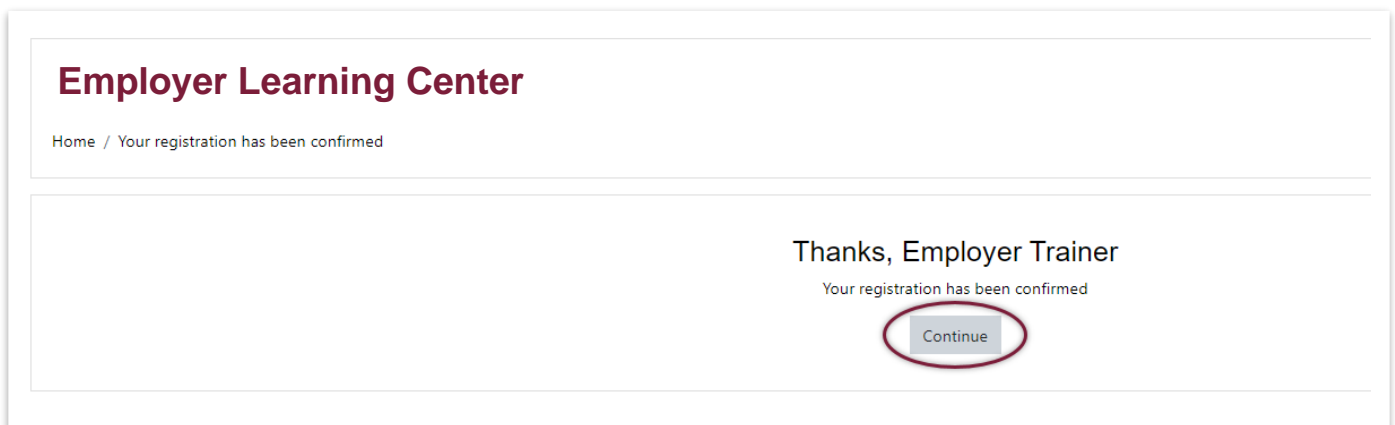If you continue to have difficulty, contact the site administrator.

[Continue]

Step 4:

Check your inbox for the confirmation email with the subject "**Employer Learning Center: Account confirmation.**" Click the blue hyperlink to confirm your new account and complete your registration. If you do not receive a confirmation email, check your junk folder, and confirm that CalSTRS.com is an approved (unblocked) site.
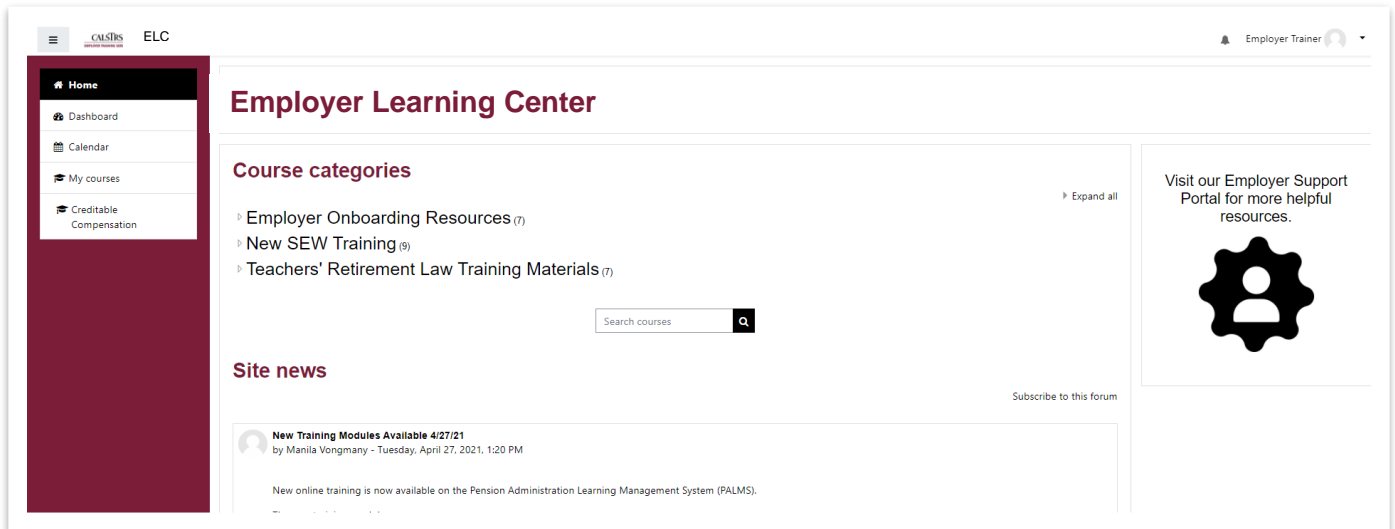
Hi Employer Trainer,

A new account has been requested at 'Employer Learning Center' using your email address.

To confirm your new account, please go to this web address:

https://training.calstrs.com/login/forgot_password.php?token=jiaropaubifnkrest48572985

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator,

CalSTRS Employer Training
EmployerTraining@calstrs.com

Step 5:

A new web page displays with a message confirming your registration. Click the **Continue** button**.**

Employer Learning Center

Home / Your registration has been confirmed

Thanks, Employer Trainer

Your registration has been confirmed

Continue

Step 6:

The landing page for the Employer Learning Center displays. You've successfully created an account.

Resetting Your Password

Step 1:

Navigate to the weblink: https://training.calstrs.com. The Log in screen displays. Click the "**Forgotten your username or password?**" link.

Employer Learning Center

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Step 2:

The forgotten password screen displays. Search by your username, or if you cannot remember your username, you can search by email address for your password. Once you have entered your username or email address click the **Search** button.

Employer Learning Center

Home / Log in / Forgotten password

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Username

Search

Search by email address

Email address

Search

Step 3:

A new web page displays with a message confirming an email has been sent to reset your password. Click **Continue.**

> If you supplied a correct username or unique email address then an email should have been sent to you.
>
> It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.
>
> Continue

Step 4:

Check your inbox for the confirmation email with the subject "**Employer Learning Center: Password reset request.**" Click the blue hyperlink to reset your password. If you do not receive a reset email, check your junk folder and confirm that CalSTRS.com is an approved (unblocked) site and ensure the correct username or email was used. If you are not sure if the correct username or email was used, please contact EmployerTraining@CalSTRS.com for further assistance.

> Hi Employer,
>
> A password reset was requested for your account 'employertraining' at Employer Learning Center.
>
> To confirm this request, and set a new password for your account, please go to the following web address:
>
> https://training.calstrs.com/login/forgot_password.php?token=jiaropaubifnkrest48572985
>
> (This link is valid for 30 minutes from the time this reset was first requested)
>
> If this password reset was not requested by you, no action is needed.
>
> If you need help, please contact the site administrator,
>
> CalSTRS Employer Training
> EmployerTraining@calstrs.com

Step 5:

The password reset screen displays. Enter your new password into the required fields and click **Save Changes**.

Employer Learning Center

Home / Log in / Forgotten password

Please enter your new password below, then save changes.

Set password

Username		employertraining
		The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)
New password	❗	
New password (again)	❗	

[Save changes] [Cancel]

There are required fields in this form marked ❗ .

Step 6:

The home page for the Employer Learning Center displays. A message displays at the top of the screen "**Your password has been set**" confirming your change.

Employer Learning Center

Your password has been set.

Course categories

▷ Employer Onboarding Resources (7)
▷ New SEW Training (9)
▷ Teachers' Retirement Law Training Materials (7)

[Search courses] 🔍