Orientation Guide

Welcome!
Welcome to REBELearn, UNLV’s enterprise-wide learning management system that focuses on employee professional development. REBELearn delivers, consolidates, and tracks all campus professional development activities, including required compliance-based courses and optional professional development offerings into one holistic dashboard.

How to sign in to REBELearn
1. Go to rebelearn.unlv.edu
2. Your ACE credentials should be pre-populated. Select, “Log In”
3. You will be navigated to your REBELearn homepage
   a. Note: *Your ACE credentials are the same username and password you use to log in to Workday. Please contact the IT Help Desk if you are unable to sign in using these credentials.*

REBELearn homepage: Navigate to different REBELearn sections by utilizing the homepage buttons.

- **Canvas:** The name of the thick, red band at the top of the page, which contains the term “REBELearn” and three buttons on the right: Learning Catalog, My Plan, and Help. These buttons help you access your learning.
  - **Learning Catalog:** Displays courses in the REBELearn catalog that are currently available to you.
Note: Thanks for being patient as we add more courses to the catalog as the semester progresses and in the near future.

- **My Plan**: Displays all completed and assigned learning. It also shows options / functions for your account.
- **Help**: Note: You will need your email outbox configured to your UNLV email in order for you to use the Help button and to ensure receipt of your request and a timely response.

- **Portlets**: Displays your profile summary and supports you in staying on track with your learning. Portlets include: Plan Summary, My Learning, and Completed Learning.

**Navigation options**

- **Hamburger Menu**: Access the drop-down menu by clicking on the three horizontal lines to the left of the REBELEarn logo at the top of the homepage. The menu contains three items:
  - Home: takes you back to the homepage
  - Me: Navigates to your My Plan page
  - My Team: This option is for managers. It allows you to track your team’s progress and perform actions within your team (see below for an example of a manager team page)

- Admin (not shown): If you are granted admin access, this is the area where you will configure settings and access the analytics function.
- Workspace (not shown): The place where you can find additional information pertaining to your department. Note: Not all departments will utilize this function.

- **User Profile**: When you click on your name (here identified as “Test user”) on the upper right-hand side of the screen, you will see a drop-down menu that will be able to access your messages, calendar, and initiate meetings.
  - Note: Clicking on “Help” directs you to detailed information about Saba (branded REBELEarn) and job aids.