Job Aid.

Requesting Access | Learning Network Vendor Hub.

Let's talk about what's possible.

Introduction.

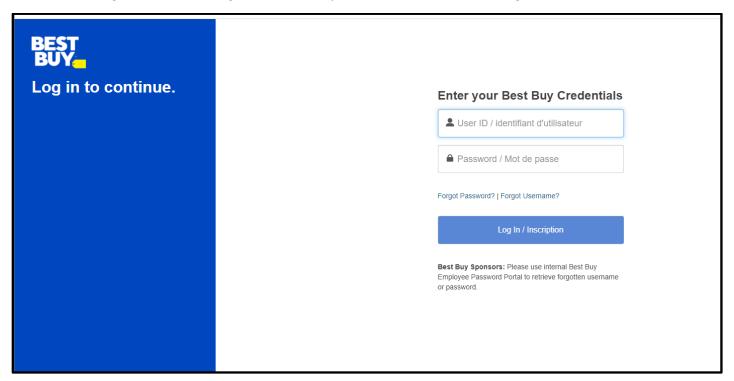
The Learning Network Admin tools have been updated so that administrators can configure content to be available to vendor users, as well as configure content to be required of vendor users. Vendor users will then be able to access, launch and complete these content items from within the Vendor Hub. **This job aid assumes you have already been assigned a Vendor ID (V-ID).**

Requesting Access.

Once you have been assigned a VID visit https://vendor.bbylearningnetwork.com

Follow the instructions as outlined below and only submit the request once even if you don't get a response of acceptance when clicking the submit button at the end. Please allow **3 business days** for access to be granted. Every attempt will be made to provide access as soon as possible.

You will be brought to the following screen. Enter your credentials and click Log In.

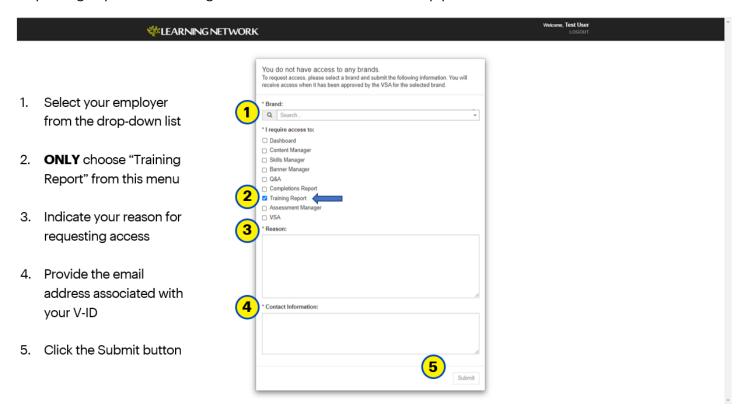


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Requesting Access.

Upon log in you will be brought to this screen. Follow the 5-step process outlined below.



Follow the Job Aid titled "Job Aid 2PL/3PL – Vendor Hub" that was provided to you earlier for further instruction on completing your Learning Network training.