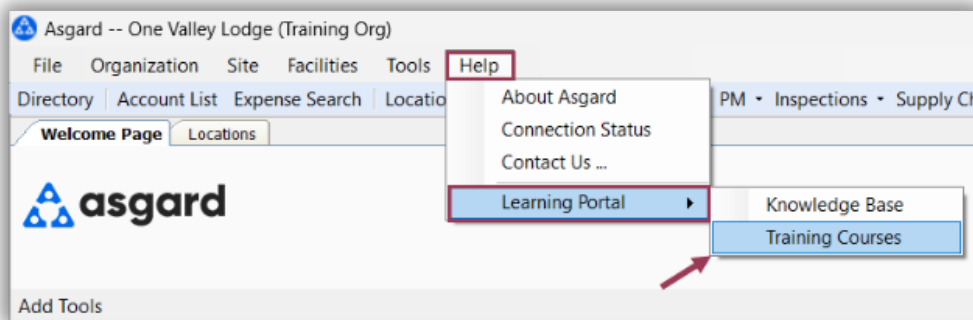
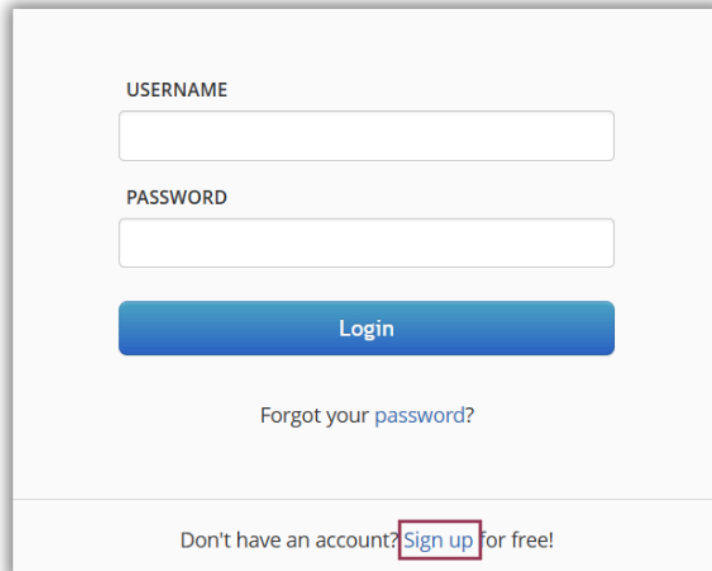


Our Asgard Learning Portal is a web-based platform outside the Asgard application with an extensive library of training videos to assist new users. To view and register for training courses, please follow the below steps or use the following link: asgardlearningportal.talentlms.com

Step 1: To access the Asgard Learning Portal from the Asgard Desktop application, select **Help**, then choose **Learning Portal**, then select **Training Courses**.



Step 2: A separate window to our Learning Portal will open in your web browser. From there you can **Sign Up** for access to the Asgard Learning Portal.

A screenshot of the Asgard Learning Portal login/sign-up form. It features two input fields: "USERNAME" and "PASSWORD". Below the fields is a blue "Login" button. Underneath the button is a link that says "Forgot your password?". At the bottom of the form, there is a link that says "Don't have an account? Sign up for free!". The "Sign up" text in the bottom link is highlighted with a red box.

Step 3: Fill out the Sign-Up questions to Create an Account.

Once complete, please give our Customer Support Heroes time to activate your profile.

- **First Name**
- **Last Name**
- **Email Address:** Please use your company email address
- **Asgard Username:** Use the same username that was given to you for the Asgard application
- **Password:** Choose an easy-to-remember password
- **Site or Property:** Enter the name of the property where you work
- **Role:** Enter your department and job title
- **Incidents Course:** If applicable, select **Yes** to gain access to the Incidents Course or **No** if not required

The screenshot shows a sign-up form with the following fields and values:

- FIRST NAME: Delaine
- LAST NAME: Fisher
- EMAIL ADDRESS: dfisher@onevalleylodge.com
- ASGARD USERNAME: delaineonevalley
- PASSWORD: [Redacted]
- SITE OR PROPERTY: One Valley Lodge
- ROLE: Front Desk Agent
- DO YOU NEED TO BE ENROLLED IN THE INCIDENTS COURSE?: Yes

At the bottom of the form is a blue button labeled "Create account" and a "Log in" link.

Step 4: Once your account is active, you will receive an email with the link to the Asgard Learning Portal, your username, and password.

