

Logging in as a New User

As a new user of DLZ, you can log in through the following ways:



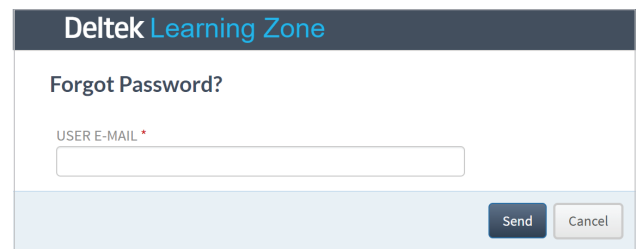
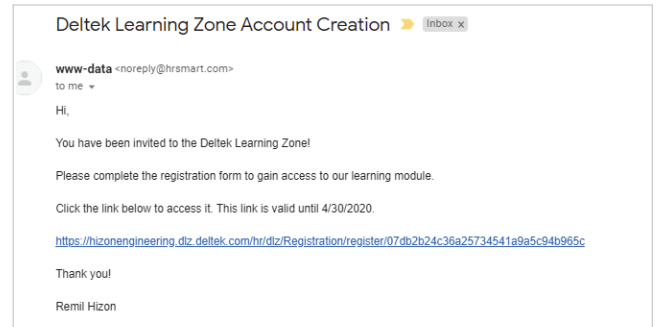
1. Self - Registration Link

The Self-Registration Link can be provided by your organization's Point of Contact (POC). This link will direct you to the **Self-Registration Form**, which must be filled out to gain access to DLZ.



2. New Password Nomination

New users with pre-registered email addresses may click the **Forgot your password?** button at the login page to be sent a password reset link.



Logging in as an Existing User

As an existing user of DLZ, you can log in through the following ways:



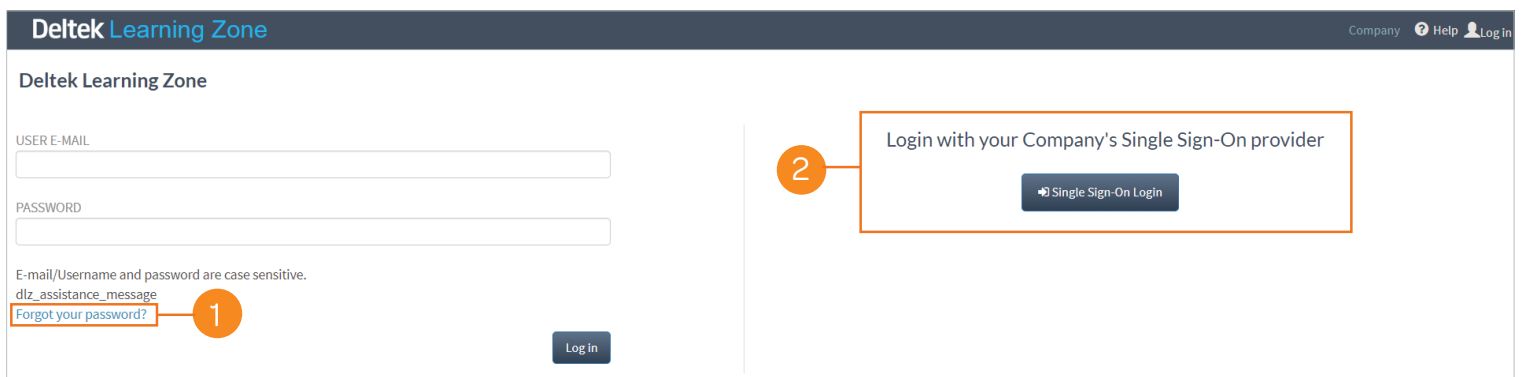
1. New Password Nomination

Existing users can go to the DLZ login page and click the **Forgot your password?** button to be able to nominate a new password. Note that on resetting your password you will also have the opportunity to check your personal profile settings again.



2. Single Sign-On Access (SSO) - Talent Management customers only

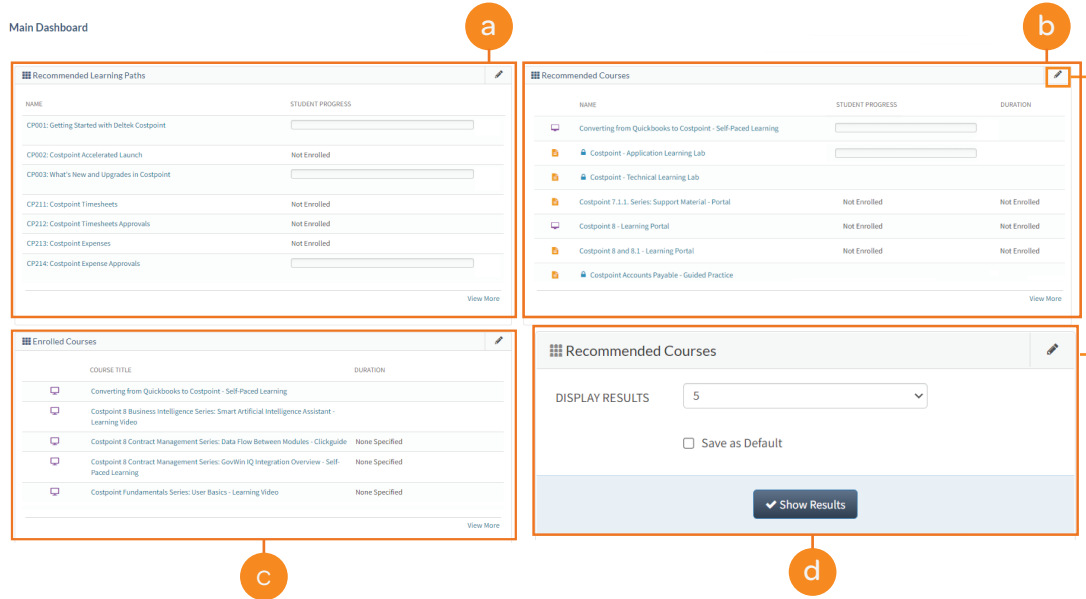
Single Sign-On without additional setup is available to Talent subscribers. If your company currently uses SSO to access multiple applications and wish to add DLZ, contact deltekuniversity@dlz.deltek.com for further assistance.



Main Dashboard

Upon log in, you will be directed to the Main Dashboard page where you can see widgets that lists your recommended learning paths, recommended courses and enrolled courses.

The widgets in the Main Dashboard page will show the first set of learning paths and courses based on the products and roles you have selected in your **Self-Registration Form**.



The screenshot shows the Main Dashboard with four widgets labeled a, b, c, and d. Widget 'a' is 'Recommended Learning Paths', 'b' is 'Recommended Courses', 'c' is 'Enrolled Courses', and 'd' is 'Recommended Courses' with a settings dropdown set to 5 and a 'Show Results' button.



Note: To change your product and role after registration, you can select the Edit User functionality in your Learning Profile.

a Recommended Learning Paths

This widget displays the first seven learning paths in the **Learning Search** page that match your product and role associations.

- **Name**
Provides the learning path title as a clickable link that takes you to the **Learning Path Profile** page.
- **Student Progress**
Displays the student completion percentage (%).

b Recommended Courses

This widget displays the first seven courses that match your product and role associations.

- **Name**
Provides the course title as a clickable link that takes you to the **Course Profile** page.
- **Student Progress**
Displays the student progress.
- **Duration**
Displays the estimated or exact time duration of the course.

c Enrolled Courses

This widget displays your currently enrolled courses.

- **Name**
Provides the course title as a clickable link that takes you to the **Course Profile** page.
- **Duration**
Displays the estimated or exact time duration of the course.

d Change Widget Settings

You can change how many learning paths and courses are shown in the widgets by changing the settings. You may choose between 5, 10, 15 or 20. After selecting, you can save your configuration as the default settings moving forward.



Questions? Email us at DeltekUniversity@dlz.deltek.com.