

Please note this guide reflects the roles and features available during the initial rollout of the system. We look forward to adding additional roles, features, and diverse learning opportunities over the following months.

## How to access Bridge@Uofl

1. In a browser window, enter the Bridge URL: <https://uidaho.bridgeapp.com/>

Bridge supports the current and first previous major releases of the following browsers:

- Chrome
- Safari
- Firefox (Extended Releases are not supported)
- Edge Chromium

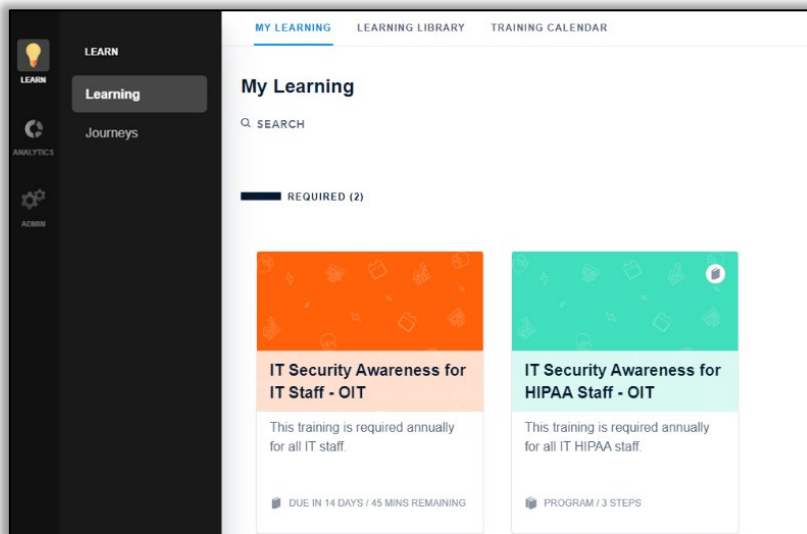
View the [Bridge browser guide](#) to learn more about supported browsers, including Bridge on mobile devices.

2. Login in using your U of I SSO.

## My Learning

After logging into Bridge, you will be taken to your My Learning landing page. When you are enrolled in a course, program, live training, checkpoint, survey, or journey, they will appear here.

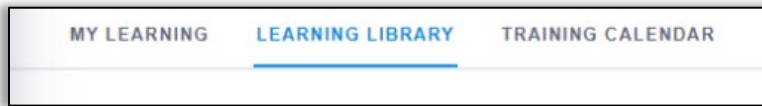
**Note:** You will also receive an email invitation with the name of the course, the due date, and the required score.



Required training will be at the top. These will turn red when overdue. Below that will be recommended training. Below that you will be your completed training.

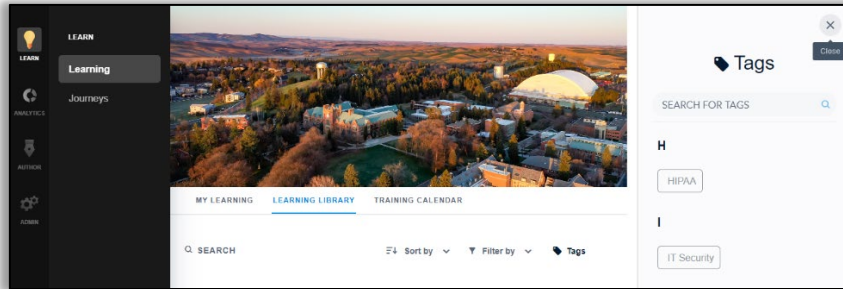
## Learning Library

You can find all available content in the Learning Library from the top navigation. These courses are segmented by category and available for self-enrollment. Use the top search bar to look for content.



Another search capability is to click on the “Tags” option. From here, you will see all the tags used on every course, program, and live training.

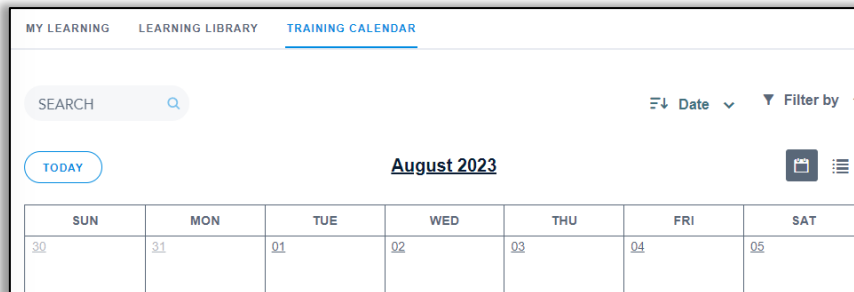
Hover over any course, click “enroll” and get started!



## Live Training Calendar

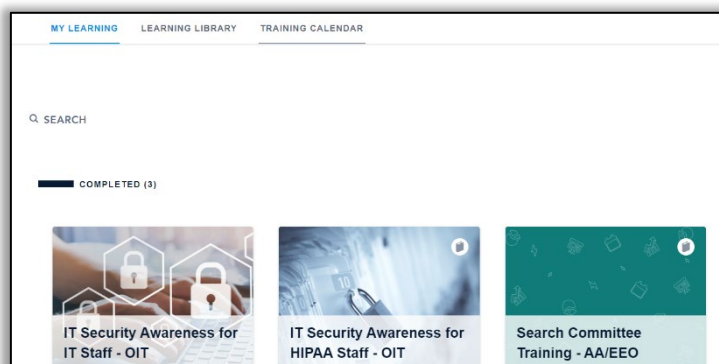
The Live Training Calendar allows users to see live training sessions available for registration and those they have already registered for. Your live training can be seen in Calendar View or Agenda View.

From the Live Training Calendar, you can view session details, register for a new session, unregister from session enrollments, and download an ICS file to add the live training session to a third-party calendar.



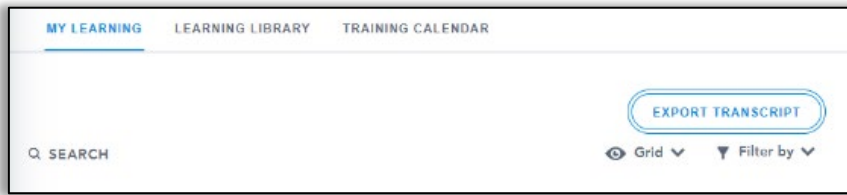
## Confirming Course Completion

Once you have completed a course, you will see it listed in your “Completed” courses section. You will also receive a completion certificate from the Bridge@Uofl system.



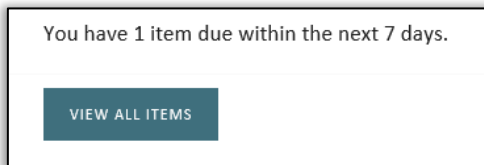
## Export Transcript

From the My Learning page, you can export a CSV of your transcript. Select Export Transcript to begin downloading.



## System Notifications

You will receive a summary email once a week. This email will include all overdue items and any items that are due within the next seven days.



Your manager will receive a similar email so that the two of you can work together to meet deadlines.

## Manager Features

Managers will have access to additional tools including access to their team's enrollment data and the ability to view their dashboard. View the Manager Guide Overview on the [Bridge@Uofl webpage](#) for more information.