

## Logging into Pathways

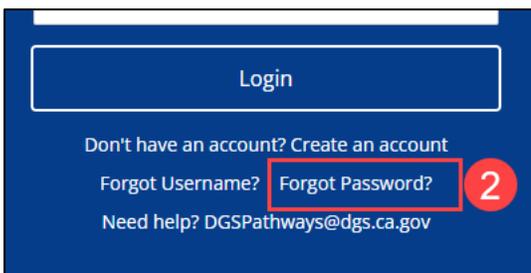
Individuals with existing profiles in DGS Training Registration System (TRS) and who are first time users to Pathways will need to reset their password for Pathways. Past TRS training records and profiles were transferred from TRS to Pathways.

### First Time Users to Pathways Need to Reset Password

Please read and follow the below instructions to reset your password. After resetting your password you will be able to log into Pathways to view course availability, enroll in courses and view past DGS training records.

Step	Direction
1	Copy and paste the Pathways link ( <a href="https://learning-dgs.csod.com/client/learning-dgs/orim.aspx">https://learning-dgs.csod.com/client/learning-dgs/orim.aspx</a> ) into Google Chrome browser. Pathways works best using Google Chrome.
2	Click <b>Forgot Password</b> to reset your password.

## Pathways Log In Page



Step	Direction
3	Enter your email address in Login Credentials.
4	Check the <b>box</b> next to <i>I'm not a robot</i> and complete the reCAPTCHA.
5	Click <b>Submit</b> .
6	Click <b>OK</b> . An email will be sent to your email address on file.
7	Check your email inbox for an email from <a href="mailto:noreplyPathways@dgs.ca.gov">noreplyPathways@dgs.ca.gov</a> . Click on reset password <b>link</b> in the email. If an email is not received, you may not have an email address on file. Please contact Kelli Miyata at <a href="mailto:Kelli.Miyata@dgs.ca.gov">Kelli.Miyata@dgs.ca.gov</a> .

## Forgot Password Page

**Forgot password?**

Please enter your Username or User ID and an email containing your password will be sent to you.

3

Login Credential

4

I'm not a robot

reCAPTCHA
   
Privacy - Terms

Cancel

Submit

5

**Forgot password?**

A request to reset your account password was received.

If the account is valid and active, the password reset email will be sent to your on-file email address in few moments.

For additional assistance, please contact your system administrator. Thank you.

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OK

## Email from [noreplyPathways@dgs.ca.gov](mailto:noreplyPathways@dgs.ca.gov) which contains reset password link

From: <[noreplyPathways@dgs.ca.gov](mailto:noreplyPathways@dgs.ca.gov)>  
 Date: Wednesday, November 24, 2021  
 Subject: Password Reset Request  
 To: [redacted]

Dear [redacted],

We received a request from you to reset your password for the Department of General Services (DGS), Pathways Learning Management System (LMS).

You may reset your password by clicking the following link:  
<https://learning-dgs.csod.com/resetPasswrld.aspx?token=1WqE5qcpX2z20ikds9&c=learning-dgs&l=en-US>

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Please be aware that this URL link is valid for 48 hours. After the 48-hour validity period, clicking this link will navigate you to a page on which you must enter your login name to generate and email a new link. You may also select the "Forgot Password?" link from the portal login page at any time to request a new password.

This is an automatically generated notification, please do not reply.

Thank you,

Pathways Team

Step	Direction
8	<p>Enter your new password in New password.</p> <p>Passwords <b>must</b>:</p> <ul style="list-style-type: none"> <li>• Contain both upper and lower case letters</li> <li>• Contain alpha and numeric characters.</li> <li>• Be 8-20 characters</li> <li>• Contain at least one special character</li> </ul> <p>Passwords <b>cannot</b>:</p> <ul style="list-style-type: none"> <li>• Be the same as the previous 12 passwords</li> <li>• Have leading or trailing spaces</li> <li>• Be the same as the Username, User ID, or email address</li> </ul>
9	Enter same password from Step 8 in Confirm password.
10	Click <b>Submit</b> .

### Reset Password Page

#### Reset Password

\* Passwords must contain both upper and lower case letters.

\* Passwords must contain alpha and numeric characters.

\* Passwords cannot be the same as the previous 12 passwords.

\* Passwords must be 8 - 20 characters.

\* Passwords cannot have leading or trailing spaces.

\* Passwords cannot be the same as the Username, User ID, or email address.

\* Passwords must contain at least one special character.

\* New password  8

\* Confirm password  9

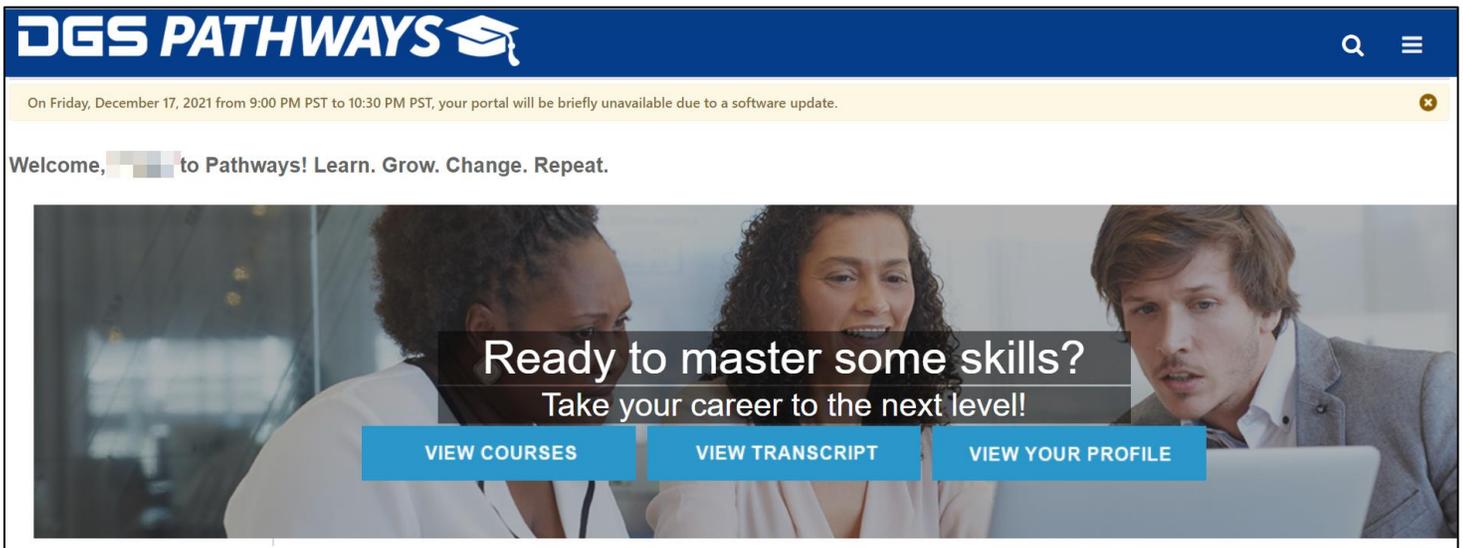
10

Step	Direction
11	Enter your username in Username. Username is your email address.
12	Enter your password in Password.
13	Click <b>Login</b> . You will be directed to the Pathways Welcome Page.

**Pathways Log In Page**



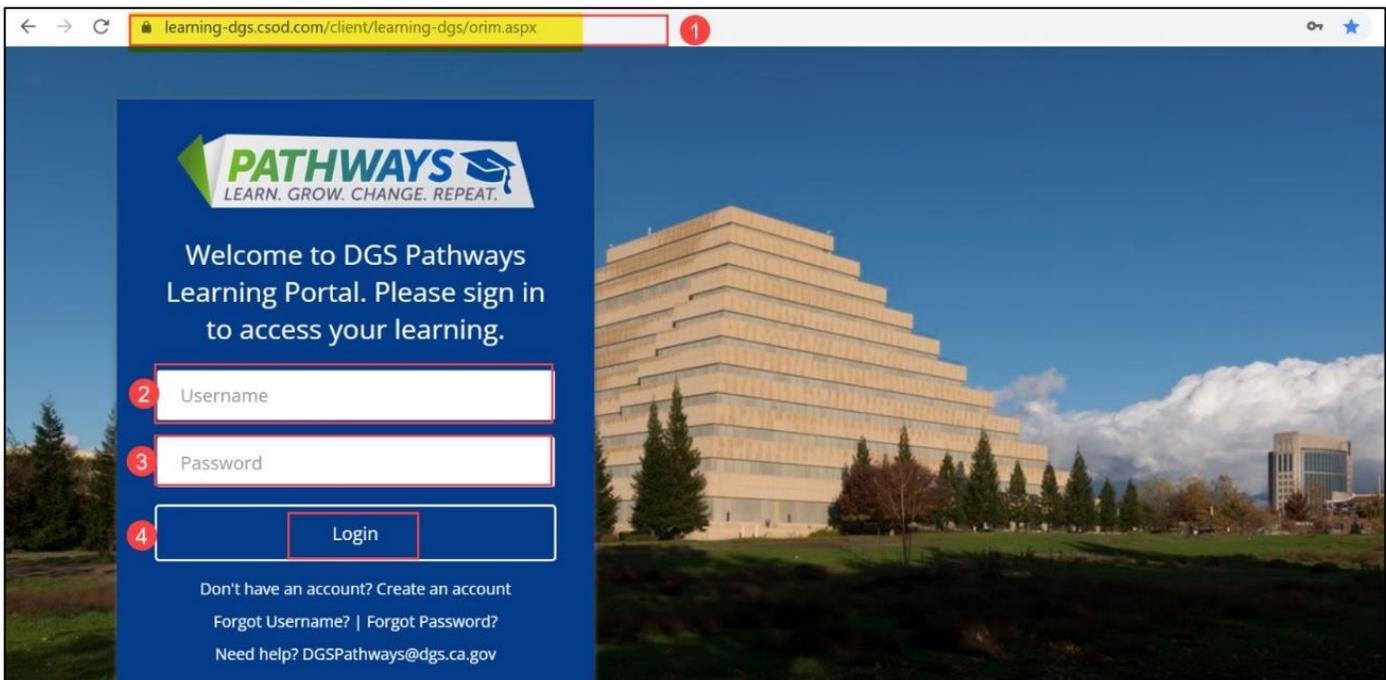
**Welcome Page**



## Once you know your Username and Password you are ready to log into Pathways

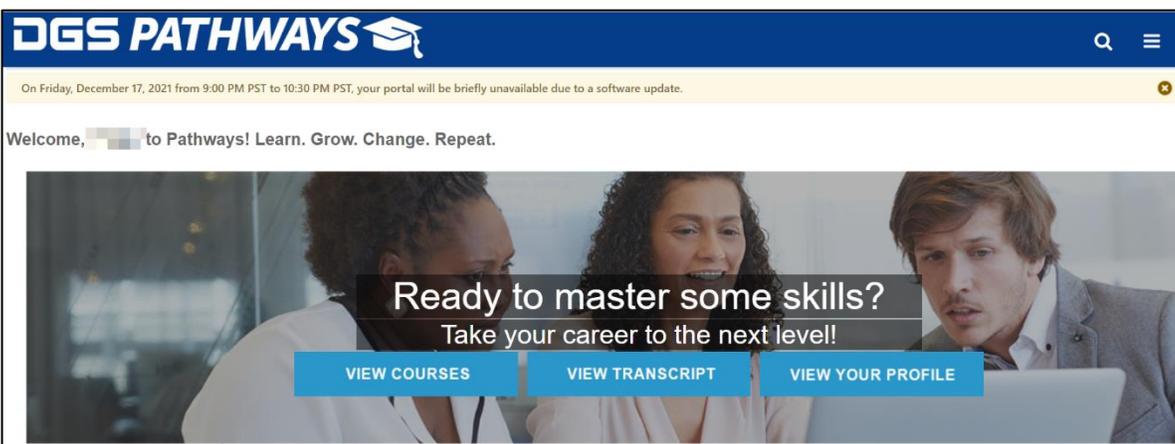
Step	Direction
1	Visit Pathways at <a href="https://learning-dgs.csod.com/client/learning-dgs/orim.aspx">https://learning-dgs.csod.com/client/learning-dgs/orim.aspx</a> .
2	Enter username in Username (Your email address).
3	Enter password in Password.
5	Click <b>Login</b> . You will be directed to the Pathways Welcome Page.

### Pathways Log In Page



The screenshot shows a web browser window with the URL [learning-dgs.csod.com/client/learning-dgs/orim.aspx](https://learning-dgs.csod.com/client/learning-dgs/orim.aspx). The page features the Pathways logo with the tagline "LEARN. GROW. CHANGE. REPEAT." and a welcome message: "Welcome to DGS Pathways Learning Portal. Please sign in to access your learning." Below the message are three input fields: "Username" (marked with a red '2'), "Password" (marked with a red '3'), and a "Login" button (marked with a red '4'). At the bottom of the login area, there are links for "Don't have an account? Create an account", "Forgot Username? | Forgot Password?", and "Need help? DGSPathways@dgs.ca.gov". The background of the page shows a large, modern building with a tiered design.

### Welcome Page



The screenshot shows the Pathways Welcome Page. At the top, there is the "DGS PATHWAYS" logo with a graduation cap icon. Below the logo, a notification bar states: "On Friday, December 17, 2021 from 9:00 PM PST to 10:30 PM PST, your portal will be briefly unavailable due to a software update." The main content area begins with a personalized greeting: "Welcome, [user name] to Pathways! Learn. Grow. Change. Repeat." Below this is a large banner image of three people (two women and one man) looking at a laptop. Overlaid on the banner is the text: "Ready to master some skills? Take your career to the next level!" At the bottom of the banner are three buttons: "VIEW COURSES", "VIEW TRANSCRIPT", and "VIEW YOUR PROFILE".