



Logging into Westgate Learn for the First Time

There are two ways to access Westgate Learn.

1. Using a username and password (**All Westgate Las Vegas Team Members and Team Members who do not have a Microsoft account**)
2. Using single-sign-on (SSO) with your Microsoft 365 account (**Team Members who have a Microsoft account**)

****Note: New hire Team Members will receive an email notification from Westgate Learn with login instructions. If you do not see the email in your inbox, please check your Junk or Spam folder to ensure that it did not get filtered out. The email will contain a link to access the login page or, [click here to access the Westgate Learn.](#) ****



Username & Password (For Team Members without a Westgate Resorts Email)

Follow the steps below to log in with your username and password.

1. Go to the [Westgate Learn login page](#).
2. Enter your **ID number** as the username.
3. For the initial login, all passwords use the password format:
First initial of your first name (capitalized) + first initial of your last name + Team Member ID (e.g., **Js43094**).
4. Click **“Login”**.

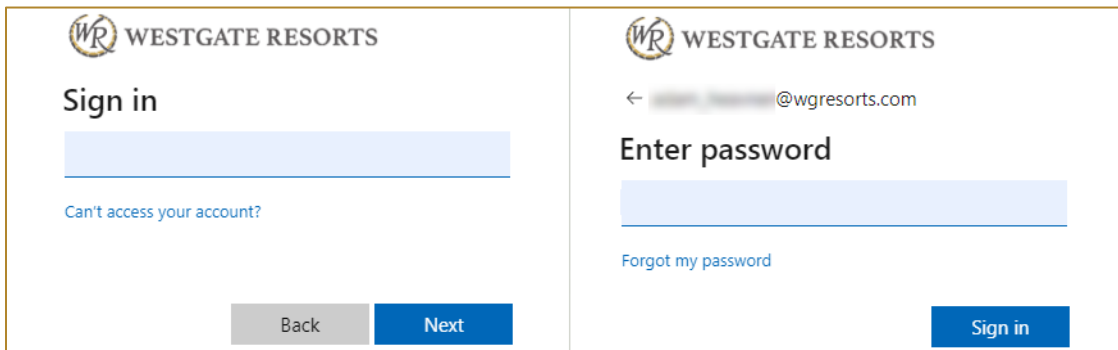




Microsoft Single-Sign-On

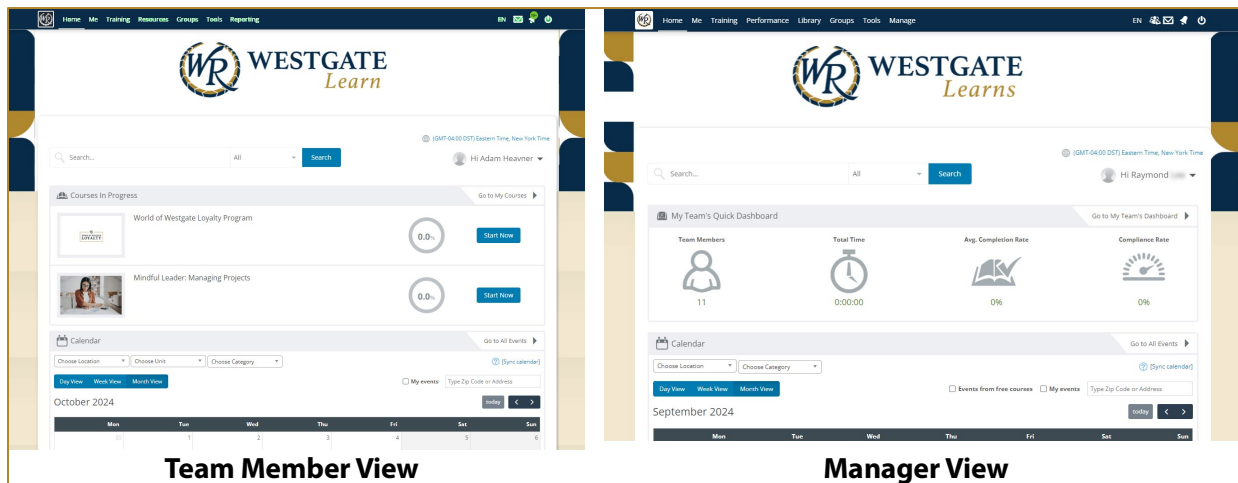
Team Members with a Westgate Resorts Microsoft email account should click on the WG Single Sign On button on the login page (this does not apply to Westgate Las Vegas Team Members with a Westgate email Microsoft account).

1. Go to the [Westgate Learn login page](#).
2. Click **“WG Single Sign On”**.
3. If prompted, enter **“Westgate Resorts”** as the academy name.
4. Enter your Westgate email and password (if you are not already logged into Microsoft on your browser).
5. Follow any additional prompts for verification.



The image shows two side-by-side screenshots of the Westgate Resorts login interface. The left screenshot is the 'Sign in' page, featuring the Westgate Resorts logo, a text input field for the academy name, and a 'Next' button. The right screenshot is the 'Enter password' page, featuring the Westgate Resorts logo, a text input field for the email address, a password input field, and a 'Sign in' button.

Once logged in, you will be redirected to your Westgate Learn account homepage.



The image displays two side-by-side screenshots of the Westgate Learn homepage. The left screenshot, labeled 'Team Member View', shows a dashboard with a search bar, 'Courses In Progress' section, and a calendar. The right screenshot, labeled 'Manager View', shows a 'My Team's Quick Dashboard' with metrics for Team Members (11), Total Time (0:00:00), Avg. Completion Rate (0%), and Compliance Rate (0%).

