

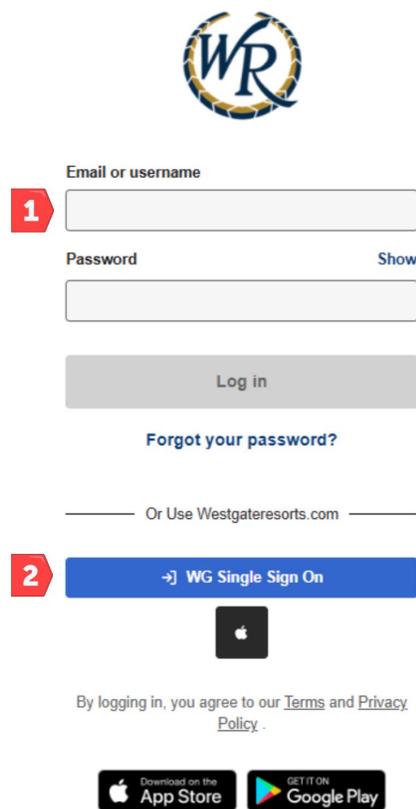


## Logging into Westgate Learn for the First Time

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 Westgate Learn.](#) \*\*\**



The screenshot shows the Westgate Learn login interface. At the top is the WR logo. Below it is a form with two input fields: 'Email or username' and 'Password'. A red arrow with the number '1' points to the first field. To the right of the password field is a 'Show' link. Below the fields is a 'Log in' button. Underneath is a link for 'Forgot your password?'. A horizontal line separates this from the SSO section, which includes the text 'Or Use Westgateresorts.com'. A second red arrow with the number '2' points to a blue button labeled 'WG Single Sign On'. Below this is an Apple logo. At the bottom, there is a line of text: 'By logging in, you agree to our [Terms](#) and [Privacy Policy](#).' Below that are two buttons: 'Download on the App Store' and 'GET IT ON Google Play'.





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

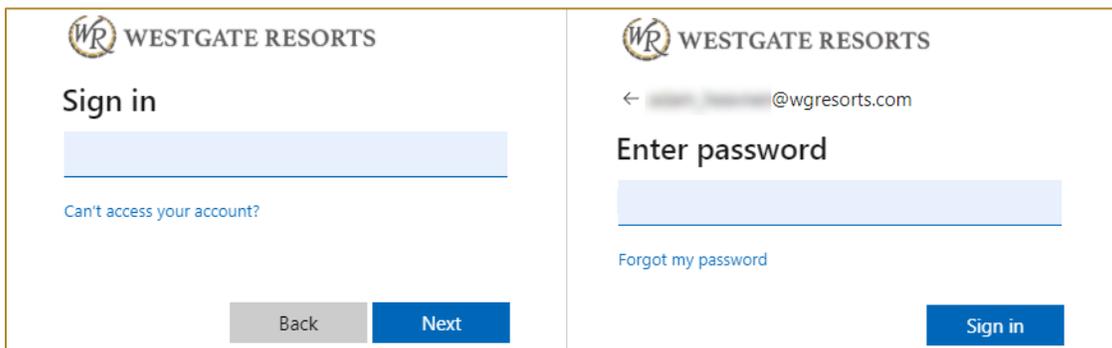
Follow the steps below to log in with your username and password.

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 screenshot shows two side-by-side panels of the Westgate Resorts login interface. The left panel is titled 'Sign in' and features a text input field for the username. Below the field is a link that says 'Can't access your account?'. At the bottom of the panel are two buttons: a grey 'Back' button and a blue 'Next' button. The right panel is titled 'Enter password' and features a text input field for the password. Below the field is a link that says 'Forgot my password'. At the bottom of the panel is a blue 'Sign in' button. Both panels have the Westgate Resorts logo and name at the top.

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

