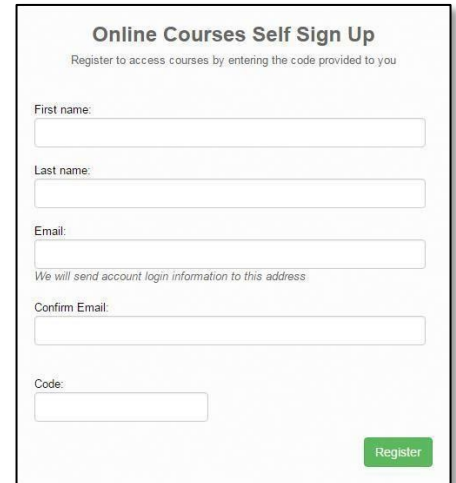# Welcome

As a part of your pre-employment activities for your new position with TEKsystems, you are required to complete the **Privacy and Information Security Training** and any other training required for the position prior to your start date. Throughout your assignment you may need to complete reoccurring training based on specific timelines. To successfully complete any courses, you must review the appropriate content and receive a completion certificate.

Allegis Learning Client System Requirements

- An internet connection
- Web browser:
    - Internet Explorer 8+
    - Firefox 2+
    - Safari on Mac 1.2+
    - Google Chrome
- JavaScript and cookies enabled
- While not a requirement, Litmos is best viewed using a minimum screen resolution of 1024×768

Online Courses Self Sign Up
Register to access courses by entering the code provided to you

First name:

Last name:

Email:
We will send account login information to this address.

Confirm Email:

Code:

Register

First Time User Log-in

1. In a browser, navigate to the Allegis Learning login page.
   https://allegislearning.litmos.com/self-signup/
2. Enter your first name, last name, email address, confirmation of your email address, and code.
3. Enter the Code supplied to you.
    a. **TEKsystems22** for US TEKsystems Staffing consultants
    b. **TEKCanada22** for Canadian TEKsystems Staffing consultants
    c. **TEKGlobal22** for US and Canadian TEKsystems Global Service consultants
    d. **Ontario22** for Canadian TEKsystems Staffing consultants working in Ontario
4. Click **Register**.
5. An email will be sent to the address you supplied. Follow the link in the email you receive to set up your password and complete your registration.
6. Please be sure you are using the same email address that you have already provided to TEKsystems in order to receive credit for the training.

Returning Users Log-in

1. In a browser, navigate to the Allegis Learning login page, https://allegislearning.litmos.com
2. In the Username box, enter your email address.
3. In the Password box, enter your password. Passwords are case-sensitive.
4. Click **Login**.
5. If you have forgotten your password, please access the **I've forgotten my username/password** link located under the Login button.

Finding Your Training in Allegis Learning

All employees – One you have logged in the **Privacy and Information Security Training** will be available to you.

Global Service employees– Once you have logged in the **TGS-Practice & Delivery Information Security Training** will be available to you.

Employees in Ontario Canada - You will also need to complete the **Worker Health & Safety in 4 Steps**. Click on the title of the course to proceed.

Employees working in Connecticut, Delaware, Maine or New York (ONLY SELECT THE COURSE THAT APPLIES TO YOU):

Non-managers – You will also need to complete the **Harassment Prevention A Commonsense Approach eLearning – [State Name] Employee**. You will need to browse for this module name in the Course Library navigation bar. Course run times vary by state and the course is required to be completed in one sitting.

- California – 60 minutes
- Connecticut – 120 minutes
- Delaware – 35 minutes
- Illinois – 40 minutes
- Maine – 40 minutes
- New York – 40 minutes

Managers of people – You will also need to complete the **Harassment Prevention A Commonsense Approach eLearning – [State Name] Manager**. You will need to browse for this module name in the Course Library navigation bar. Course run times vary by state and the course is required to be completed in one sitting.

- California – 120 minutes
- Connecticut – 120 minutes
- Delaware – 60 minutes
- Illinois – 60 minutes
- Maine – 60 minutes
- New York – 60 minutes

For each training, once on the course page, select the green **Start This Course** button. In order to receive certification, you must review each slide in its entirety including the interactive modules at the end of the course. You will have successfully completed the training once you receive an on-screen notification.

If you need to complete any other client specific training your Company Representative will provide the names of the courses and you can locate them by navigating to the **Course Team Library** link on the top menu bar.

Troubleshooting
For any issues you may have please contact your Company Representative.