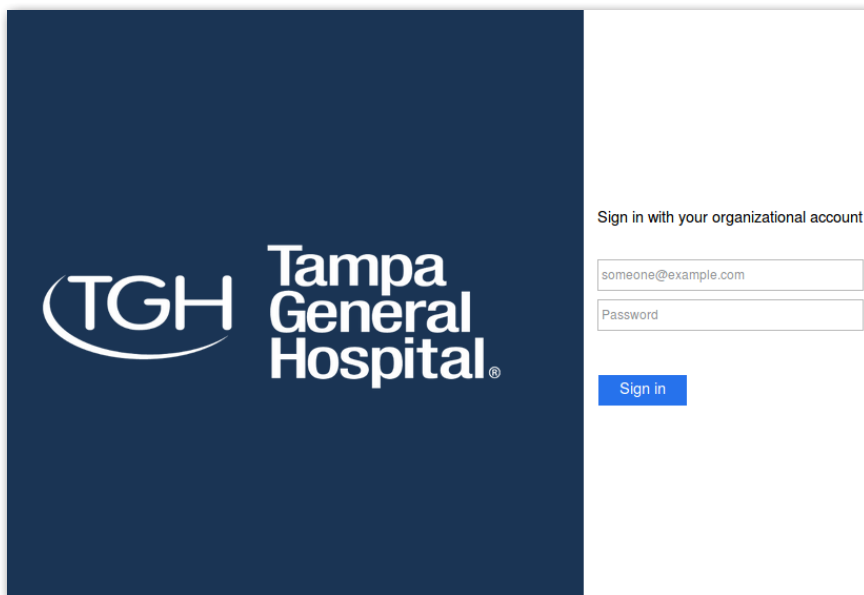


# Logging Into MindLab Remotely

1. Launch a web browser and type <http://portal.tgh.org>  
*The TGH authentication page opens.*

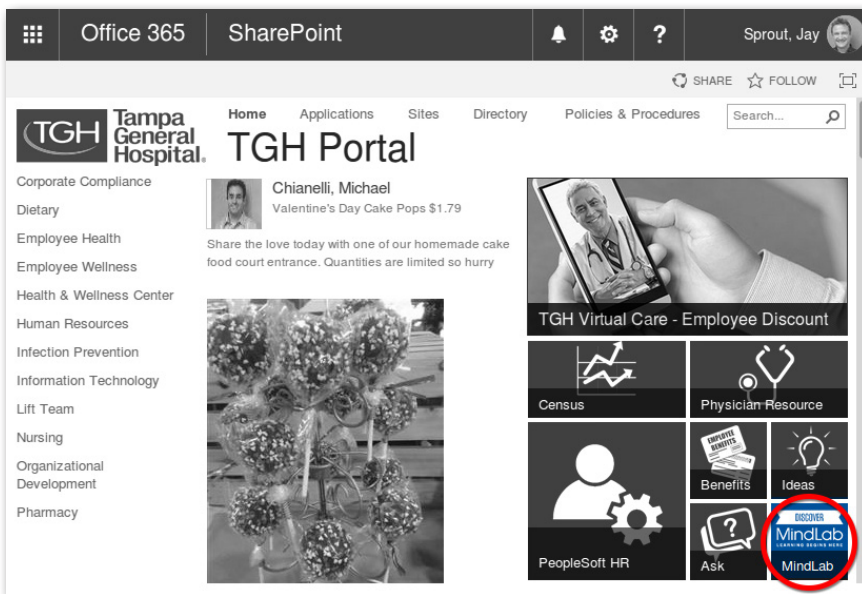


## Your TGH Username

Your username is your badge number with the first digit replaced with a letter per the table below. For example, if your badge number is 608410, your username is G08410.

Number	Letter
0	A
1	B
2	C
3	D
4	E
5	F
6	G

2. Enter either a TGH email or your username (see sidebar) and password then click **Sign In**.  
*The TGH employee portal page opens.*



## Your Password

Your initial password is as follows:

- The first letter of your first name in UPPER case
- The first letter of your last name in lower case
- The last four digits of your badge number
- #! are the last two characters

If Zoey Barkow's badge number is 412118, her initial password is:

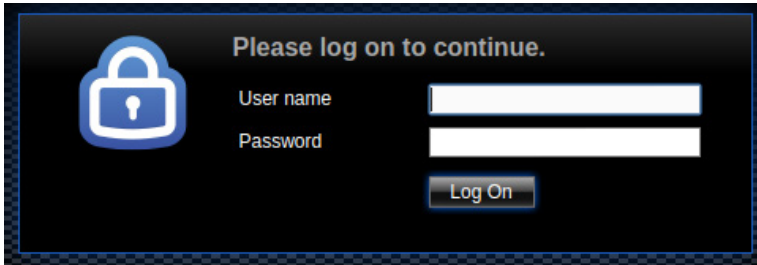
Zb2118#!

3. Click the MindLab icon in the right column.  
*The Citrix authentication form opens.*

## QUESTIONS?

If you don't have your credentials or encounter a problem with an eLearning course, contact Tech Support at 813-844-7490.

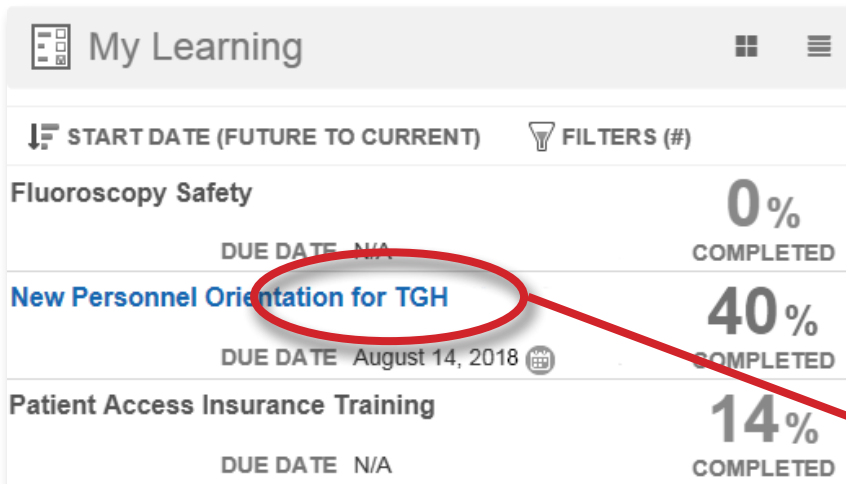
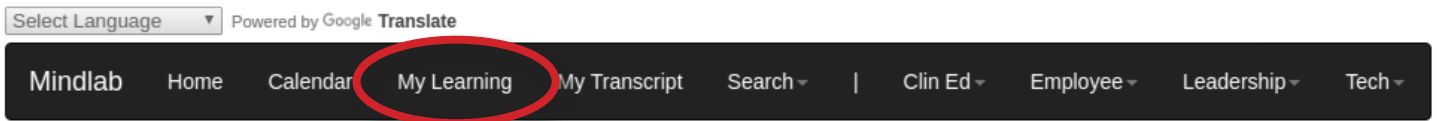
- Enter your username and password then click **Log On**.  
*A second login modal opens.*



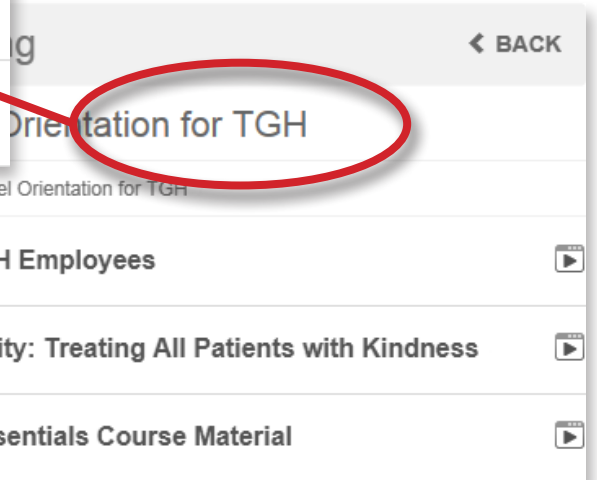
- Enter your username and password then click **Sign In**.  
*The MindLab home page opens.*



- Click **My Learning** for assigned courses and learning plans.  
*The My Learning page opens.*



- Click a Learning Plan Name to see courses in that learning plan.
- Click a course title to open the course home page.



**Courses** are completed online as eLearning. **ILT Events** are completed in a classroom. All courses and ILT events must be completed for the entire learning plan to have a status of Completed.

- Click **OPEN COURSE** to open the course player.

