

Accessing SuccessFactors

BEFORE ORIENTATION

Before you begin with BCM, you will have access to the SuccessFactors (SF) Learning Platform to complete your courses.

Please note the following tips to ensure that you are able to properly navigate the learning site:

- Google Chrome is the preferred browser (*Safari and Firefox are discouraged*)
- Third party cookies must be enabled
- Popup Blockers should be turned off

Find your employee/affiliate type below and follow the corresponding instructions.

PAID EMPLOYEES, STUDENTS AND AFFILIATES

Access SuccessFactors via

<https://performancemanager4.successfactors.com/sf/start/#/login>

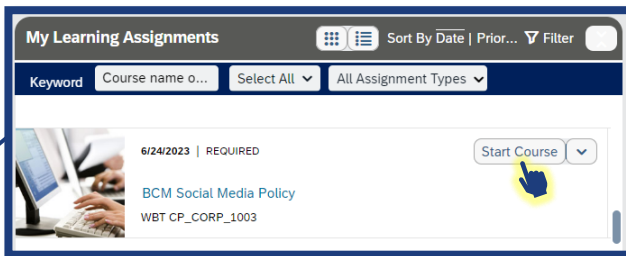
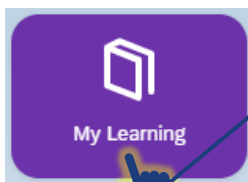
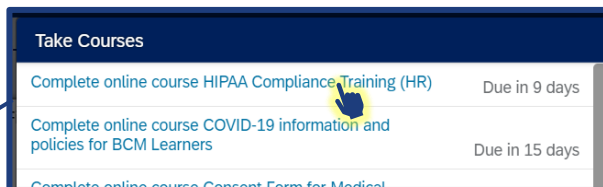
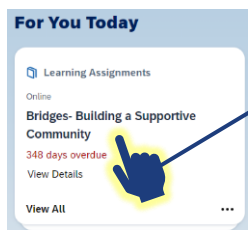
Company ID: BCM

Username/Password*: Provided in your Orientation Email

Select the courses directly from your SF **Homepage alerts**

OR

Select the **My Learning** panel from your SF homepage and navigate



* You will be asked to assign your own unique password upon first login. For assistance or password reset **PRE-HIRE**, contact orientation@bcm.edu.

NON-PAID STUDENTS AND AFFILIATES

Access SuccessFactors Learning Management System (LMS) via
bcm.edu/external-learning

Username: Your 6 digit BCM ID

Password upon first login*: BCMLMS01

All non-paid, students and affiliates will utilize SuccessFactors to complete their training requirements.

* You will be asked to assign your own unique password upon first login. Contact learning@bcm.edu if you need assistance with this password.

Accessing SuccessFactors

AFTER ORIENTATION

After completing orientation, **you will no longer utilize the link previously provided prior to your hire date to access SuccessFactors.**

In order to access the site, make sure you have completed the following:

- Reset your initial password with the instructions provided
- Registered your Multi-Factor Authentication token
- Google Chrome is the preferred browser (*Safari and Firefox are discouraged*)
- Third party cookies must be enabled

Find your employee type below and follow the corresponding instructions.

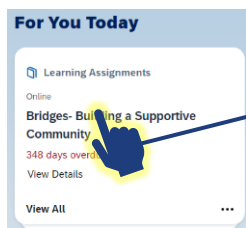
PAID EMPLOYEES, STUDENTS AND AFFILIATES

Access SuccessFactors via www.bcm.edu/hr-solutions

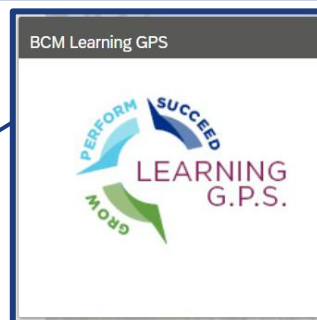
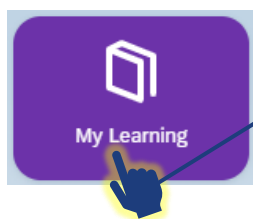
You must be connected to the BCM Network

You will not be required to enter an additional username and password

All paid employees will utilize SuccessFactors to complete their training requirements and access Employee Self Service items.



Additional professional development and learning opportunities can be accessed through our online learning portal, *BCM Learning G.P.S.*



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** You will be asked to assign your own unique password upon first login. Contact learning@bcm.edu if you need assistance with this password.*

NEED HELP?

If you need additional assistance with the SuccessFactors Learning Management System or your training requirements, contact learning@bcm.edu.

You can also submit a request for general technical assistance via the Online Portal at it.bcm.edu.