

If you or someone on your team does not know their Goodwill username or password or is unable to log in, this information is for you!

HOW TO LOG IN

1. Go to the Employee Portal (my.goodwillaz.org).
2. Click the **Online Logon Portal** link.
3. Type your username.
4. Type a new password and click **Submit**.

* **Managers:** If someone on your team does not know their username, look it up for them.

Username:

Gwilly42

Password:

SUBMIT

CHANGE YOUR PASSWORD

Only YOU can change your Goodwill password - no one else.

Type your employee username followed by your date of birth and last 4 numbers of your SSN. When finished, press the **Reset Password** to continue.

Note: If you do not know your employee username, select the “I don’t know my username” link. The system will prompt you to type your employee ID number, which is located on the top of your pay stub.

The screenshot shows the 'Goodwill Password Reset' page. At the top is the Goodwill logo. Below it, the title 'Goodwill Password Reset' is centered. A paragraph of instructions reads: 'In order to verify who you are, please fill in the following fields. Enter the data as it would appear in the GCNA HR system.' There are three input fields: 'Username' with a link 'I don't know my username' below it, 'Date of Birth' with a placeholder 'mm/dd/yyyy', and 'Last 4 of SSN' with a placeholder 'XXX-XX-'. A blue 'Reset Password' button is at the bottom right. A copyright notice '© 2018 Goodwill of Central and Northern Arizona' is at the very bottom.

RESET YOUR PASSWORD

The IT department will NEVER ask you over the phone or by email for your date of birth or the last 4 numbers of your SSN. Any call or email asking for your personal information is considered phishing or spam.

1. Create a new password using the onscreen guidelines.
2. Re-enter the password you just created.
3. Click **Reset Password** to complete the process.

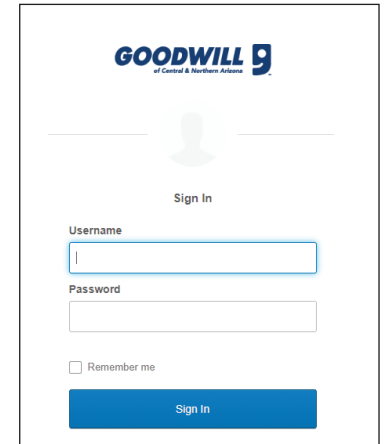
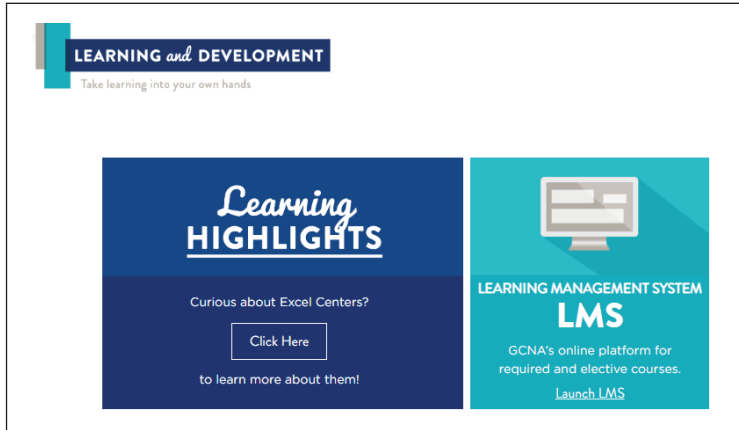
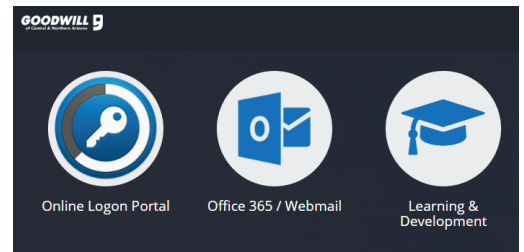
This screenshot shows the 'Reset Your Goodwill of Central and Northern AZ Password' page. It features the Goodwill logo and navigation links for 'Home', 'Help', and 'Sign out'. The main heading is 'Reset Your Goodwill of Central and Northern AZ Password'. Below this, password requirements are listed: 'at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username, does not include your first name, does not include your last name, Your password cannot be any of your last 4 passwords.' There are two input fields: 'Enter new password' and 'Repeat new password'. A 'Reset Password' button is at the bottom right. A footer note says 'Powered by Okta Privacy Policy'.

Note: You cannot reset a password on a manager’s office computer if it is not a Thin Client.

If you are unable to reset your own password, you or your manager may contact the IT Service Desk at ithelp.goodwillaz.org and provide the error code if you received one.

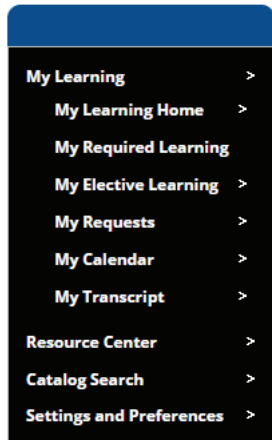
LOGIN TO LMS

- To access the LMS, use one of the following options:
 - Go to the Employee Portal (my.goodwillaz.org)
 - Go to the Goodwill Gazette (gazette.gwaz.org/)
- Click the **Learning & Development** link.



- The Learning Portal homepage displays. Click the LMS icon.
- Type your Username and Password and click **Sign In**.

NAVIGATION TIPS



Catalog Search



LMS Resource Center



Instructor-Led Training



My Calendar

To access a section, use a quick link on the home page or click a link from the navigation menu on the left side of the screen. Links with an arrow expand to show more options.

- My Required Learning** shows what is required for your role. Each required course has a due date. To start a course, click the course name and then click **Launch**. Follow the instructions on screen to view the content and complete the training.
- My Elective Learning** lists courses you have chosen to complete on your own. These courses do not have a due date and must be completed on your own time, not working hours.
- Catalog Search** goes to a page where you can enter keywords or select a category to locate training courses easily.