Step-by-Step LMS Login Instructions
For Manitoba Government Employees

Step 1   Finding your User Name:

You will need a user name to login to the LMS.

Your user name is your personnel number, which can be found on the top left corner of your pay advice.

- **For example:** If your personnel number on your pay advice is **123456**, then your user name is **123456**

User names must have 6 characters

If your personnel number has less than 6 characters you must <u>add </u>the number of zeros to make 6 characters to the <u>front</u> of your employee number.

- **For example:** If your personnel number on your pay advice is **3456**, you must add 2 zeros in front of it to create your user name, which should look like this **003456**

Step 2   Creating your Password:

You will need a password to login to the LMS.

You will create your password by taking:

- the last 4 numbers from your user name
- and the first 3 letters of your last name

Note: the first letter must be <u>capitalized</u>, and the rest are <u>lower case</u>.

- **For example:** Jane Smith's personnel number from her pay advice is **123456**; which means her user name is **123456**. Jane's password will be **3456Smi**
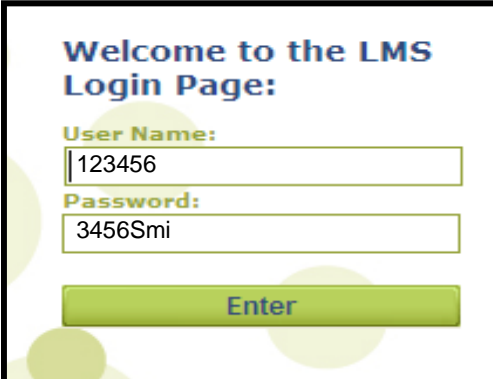
If your last name contains less than 3 letters, you will need to <u>add</u> the number 1 at the end of the password.

- **For example:** If your last name is Ng and your user name is 456789 your password would be **6789Ng1**

Step 3 Logging into the LMS:

Once you know your user name and password you are ready to type that information into the login page.

- **For example:** Jane would enter her user name and password into the login page and click enter as follows:

Welcome to the LMS Login Page:

User Name:
123456

Password:
3456Smi

Enter

Step 4 Changing Your Password:

After the first time you log in, you will be asked to change your password.

Your new passwords must be:

- No more than 7 characters long

- Composed of a combination of upper and lower case letters, numbers and special characters of your choice

- Some examples of special characters are:

/ # : ? ! * + % - < > @ [ ]\ /_{ } |

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