Navigating Bridge Online Learning Center

1. Go to http://www.usap.gov/onlinelearningcenter/

2. Click on 'Enter USAP's Bridge Online Learning Center'

3. Your login ID for the Bridge Online Learning Center (OLC) is your USAP ID/Pipeline # (a 7-digit number unique to you).

   a. If you do not know your USAP ID/Pipeline #, please refer to your deployment packet (if deploying), Human Resources representative or your hiring manager.

4. If you have previously set up your password and you know what it is, enter the password and click on Log In. Go to step 7.

5. To set up your initial password, please utilize the Forgot Password link.

   a. Deploying/contract personnel will receive the 'Reset Your Bridge Password' email in their personal email account used for deployment communications. Full time personnel will receive the email in their USAP email account.

   b. The email will come from Bridge: notifications@usap.bridgeapp.com

   c. The link in the 'Reset Your Bridge Password' email is only valid for 24 hours. If this time has passed, you must go back and select Forgot Password on the login page.

6. Once you have received your Reset Your Bridge Password, click on the link provided in the email to create a new password.

   a. Please note that this password is not associated with any other account, such as your USAP network account. This password is unique to the Bridge Online Learning Center.

7. After logging in, you will be on the My Learning page. Here you will see the Information Security and Privacy/Sensitive Information Awareness Training course that all USAP Participants are required to take. Click on this course to begin.

   a. Some positions require an additional course, Privileged User Training. If you see this training in your library, feel free to take the course. If not, you will be notified when the course is due.

8. A title page will appear, click on 'Enter Course'.

9. Read the course information, scrolling down on each page to view all content. Click on 'Continue' to move forward in the course.

10. At the conclusion of the course, you will see the Complete button and then will be able to View Certificate of completion. At this point, your completion has been recorded in the learning center; however, you are welcome to print your certificate for your records.