![City of Philadelphia - LIFE · LIBERTY · AND YOU™]

Learning Management System
LogIn Instructions

1ST TIME LOGINS

1. Go to https://philadelphia.smarteru.com
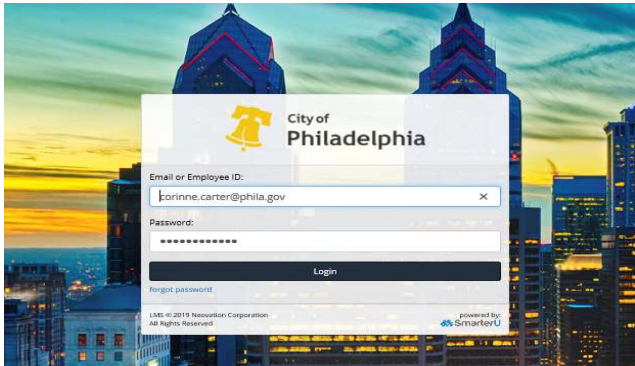
2. Enter your **Employee ID** as your username. Note: You can find your employee ID on your paystub (or through your HR Manager)

3. Your password will be "**welcome**" followed by your **Employee ID**.

For Example:
If your Employee ID was "123456", your password would be "**welcome123456**"

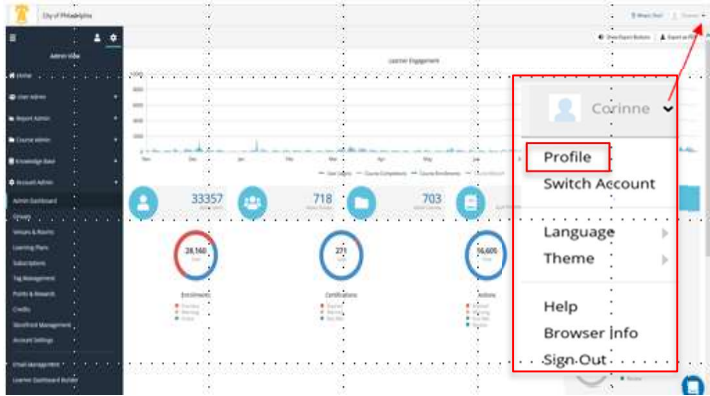**Do NOT use your email address when logging in for the 1st time.**

ADDING YOUR EMAIL

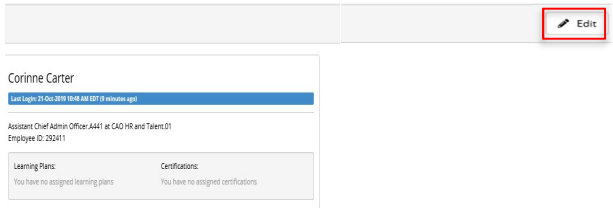In order to use your email to login, you must add your email to your profile.

1. Click on the scroll down button beside your name in the upper right-hand corner of the screen.

2. Select

3. Select the ✎ Edit button.

CHANGING YOUR PASSWORD

Note: If you are signing on for the first time, you will be prompted to change your password to something that is more memorable to you.

Your new password must be a minimum of 8 characters in length. There are no other restrictions.

You can also change your password by going into your profile and click on edit.

For questions or additional assistance, please contact the City's LMS Program Manager, Corinne Carter at Corinne.carter@phila.gov.