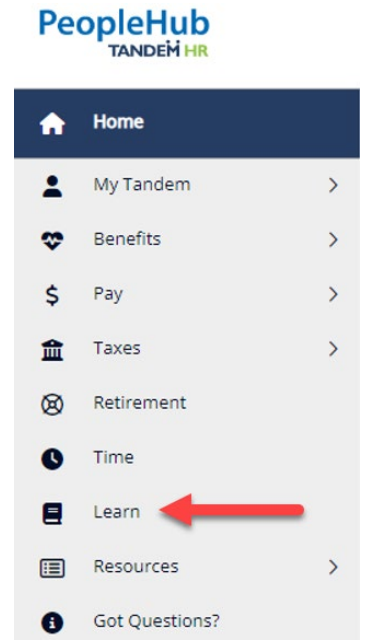
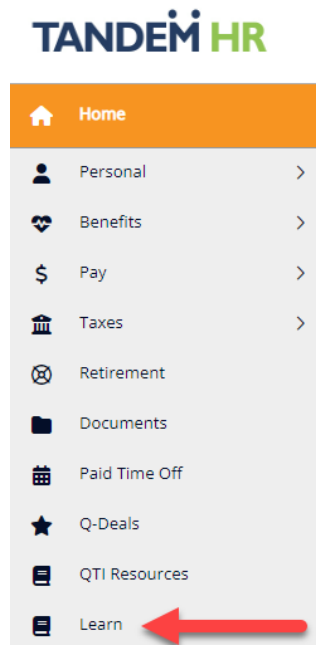


Tandem Learn Employee Quick Guide

Tandem HR and your employer are pleased to provide you access to **Tandem Learn** our online learning management system, now powered by Mineral. This valuable learning and development platform can be used to enhance your personal or career development by self-selecting courses or your employer may assign courses to you for completion.

To Navigate Tandem Learn:

1. Log in to PeopleHub or your Employee Portal and select **Learn** from the menu.
2. Once the dashboard appears, hover over the **Training** option at the top left-hand corner.



The **Course Catalog** displays all categories of courses as shown below.

My Courses displays courses assigned to the employee in a learning track created by Tandem HR.

