

## Accessing PowerDMS University

This guide is intended to support your steps to access PowerDMS University (PDMSU) and its catalogs of learning resources. PowerDMS University course content is intended for administrative learning.

PowerDMS by NEOGOV refers to all Power products (PowerPolicy, PowerStandards, PowerLine, PowerTime, PowerReady, PowerEngage, etc.).

### Quick Navigation

Click on the quick links below to quickly find your access instructions by Power product.

- [University access for PowerPolicy, PowerStandards, and PowerLine](#)
- [First Time Access for PowerTime, PowerReady, and PowerEngage](#)
- [University access for PowerTime](#)
- [University access for PowerReady](#)
- [University access for PowerEngage](#)
- [Returning PowerTime, PowerReady, or PowerEngage Admins](#)
- [PowerDMS University Support Contact](#)

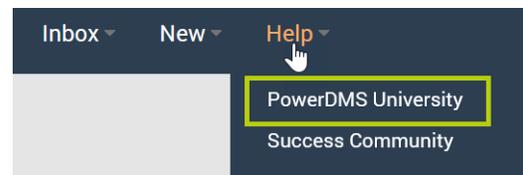
## University Access for PowerPolicy - PowerStandards - PowerLine Customers

(Formerly referred to as PowerDMS)

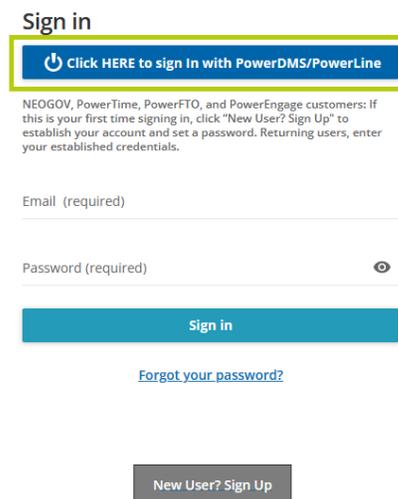
Your learning user profile will be automatically created for you within 24-48 hours of your administrative profile being created within your PowerPolicy, PowerStandards, or PowerLine site. Please await this timeline before attempting to access the platform and do not create a new user profile.

To access PowerDMS University:

1. Log into your user profile within your PowerPolicy, PowerStandards, or PowerLine site.
2. Using the HELP menu, select PowerDMS University (if this is not displayed, it is an indication that you are not listed as an administrator from within your site).



3. Use the **Click HERE to sign in with PowerDMS/PowerLine** button at the top to sign into in to PowerDMS University. No credentials are required for this product.

A screenshot of a sign-in page. At the top, the text 'Sign in' is followed by a blue button with a power icon and the text 'Click HERE to sign in with PowerDMS/PowerLine'. This button is highlighted with a yellow border. Below the button, there is a paragraph of text: 'NEOGOV, PowerTime, PowerFTO, and PowerEngage customers: If this is your first time signing in, click "New User? Sign Up" to establish your account and set a password. Returning users, enter your established credentials.' Below this text are two input fields: 'Email (required)' and 'Password (required)'. Below the password field is a blue 'Sign in' button. Below the 'Sign in' button is a blue link 'Forgot your password?'. At the bottom of the form is a grey button 'New User? Sign Up'.

4. You will automatically be validated as an administrator for your organization.
5. You can use the **CLICK TO ENROLL** button at the top of your dashboard view to access your course catalogs and enroll.

## University Access for PowerTime

Your learning catalogs will be provisioned automatically for you within 24-48 hours of your administrative contact being created with your PowerTime account, and your PowerDMS University profile has been created.

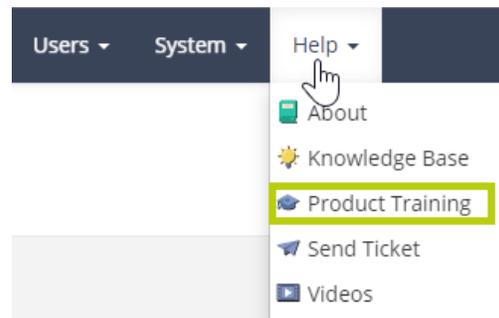
Please ensure your account point of contact (commonly your Implementation Consultant or Customer Success Manager) is made aware of any new and existing administrators who are associated with the management of your site.

You will need to provide us with the administrator's name and organization-affiliated email address.

If you are unsure who to contact, please use the [PowerDMS University support contact](#) information provided below.

To access PowerDMS University:

1. Log into your user profile within your PowerTime site.
2. Using the HELP menu, select Product Training



If you are accessing PowerDMS University for the first time please refer to the [first-time access instructions](#) for PowerTime, PowerEngage, and PowerReady customers, before continuing.

If you are returning to PowerDMS University after creating your profile or to continue learning, please refer to the [returning to University for PowerTime, PowerReady, and PowerEngage](#) instructions listed below.

## University Access for PowerReady

Your learning catalogs will be provisioned automatically for you within 24-48 hours of your administrative contact being created with your PowerReady account and your PowerDMS University user profile has been created.

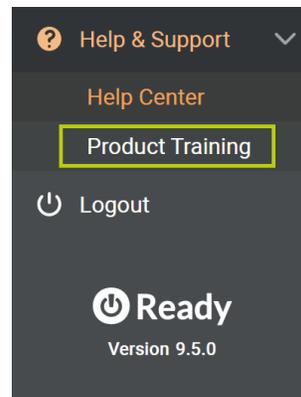
Please ensure your account point of contact (commonly your Implementation Consultant or Customer Success Manager) is made aware of any new and existing administrators who are associated with the management of your site.

You will need to provide us with the administrator's name and organization-affiliated email address.

If you are unsure who to contact, please use the [PowerDMS University support contact](#) information provided below.

To access PowerDMS University:

1. Log into your user profile within your PowerReady site.
2. Using the HELP& Support menu, select Product Training



If you are accessing PowerDMS University for the first time please refer to the [first-time access instructions](#) for PowerTime, PowerEngage, and PowerReady customers, before continuing.

If you are returning to PowerDMS University after creating your profile or to continue learning, please refer to the [returning to University for PowerTime, PowerReady, and PowerEngage](#) instructions listed below.

## University Access for PowerEngage

Your learning catalogs will be provisioned automatically for you within 24-48 hours of your administrative contact being created with your Power(Time, Ready, Engage) account and your user profile has been created.

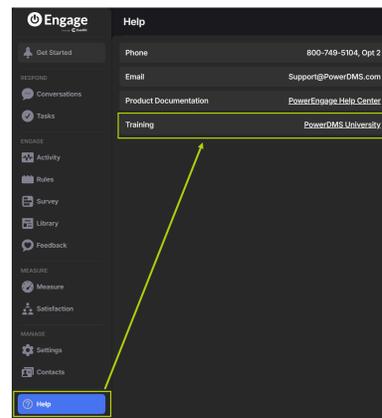
Please ensure your account point of contact (commonly your Implementation Consultant or Customer Success Manager) is made aware of any new and existing administrators who are associated with the management of your site.

You will need to provide us with the administrator's name and organization-affiliated email address.

If you are unsure who to contact, please use the [PowerDMS University support contact](#) information provided below.

To access PowerDMS University:

1. Log into your user profile within your PowerReady site.
2. Using the HELP& Support menu, select Product Training



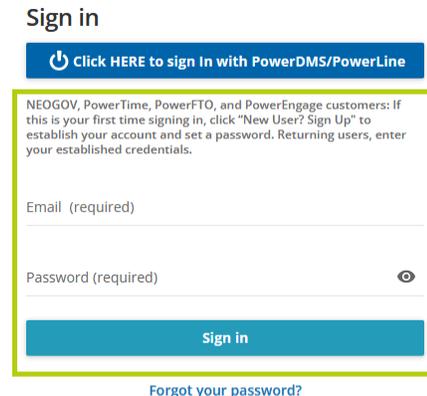
If you are accessing PowerDMS University for the first time please refer to the [first-time access instructions](#) for PowerTime, PowerEngage, and PowerReady customers, before continuing.

If you are returning to PowerDMS University after creating your profile or to continue learning, please refer to the [returning to University for PowerTime, PowerReady, and PowerEngage](#) instructions listed below.

## Returning to University for PowerTime - PowerReady - PowerEngage

If you are returning to PowerDMS University:

1. Enter your organization-affiliated email address and newly created password.
2. Select Sign In



**Sign in**

[Click HERE to sign In with PowerDMS/PowerLine](#)

NEOGOV, PowerTime, PowerFTO, and PowerEngage customers: If this is your first time signing in, click "New User? Sign Up" to establish your account and set a password. Returning users, enter your established credentials.

Email (required)

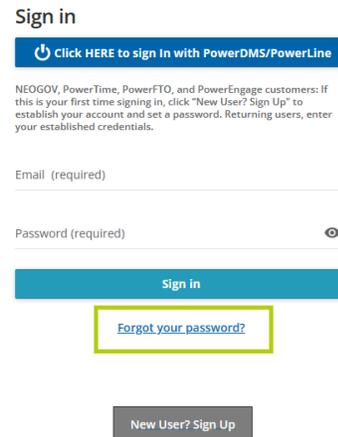
Password (required)

**Sign in**

[Forgot your password?](#)

[New User? Sign Up](#)

3. If you have difficulty logging in, use the Forgot Your Password option underneath the Sign In button.



**Sign in**

[Click HERE to sign In with PowerDMS/PowerLine](#)

NEOGOV, PowerTime, PowerFTO, and PowerEngage customers: If this is your first time signing in, click "New User? Sign Up" to establish your account and set a password. Returning users, enter your established credentials.

Email (required)

Password (required)

**Sign in**

[Forgot your password?](#)

[New User? Sign Up](#)

4. If further support is needed please contact the [PowerDMS University support](#) with the contact information below.
5. Once you've entered the system, leverage your dashboard view to continue your learning, or you can use the **CLICK TO ENROLL** button at the top of your dashboard view to access your course catalogs and enroll.

## First Time Access for PowerTime - PowerReady - PowerEngage

If you are a PowerPolicy, PowerStandards, or PowerLine customer (new and returning), follow the steps above to [log in with PowerDMS](#).

If you are accessing PowerDMS University for the first time:

1. You will use the **New User? Sign Up** option at the bottom of the sign-in page, to create your profile and password. Your organization-affiliated email must be leveraged to properly tie your profile to your learning catalogs associated with your PowerTime account.

2. Enter your organizational email address in the **Email** field of the **Register** box. This will be your PowerDMS University username.
3. Enter your first name in the **First Name** field.
4. Enter your last name in the **Last Name** field.
5. Type a password in the **Password** field.
6. Retype the password in the **Retype Password** field.

7. Click on the **Language** field's down arrow and select your preferred language.
8. Click on the **Time Zone** field's down arrow and select your time zone from the drop-down list.
9. Click on the **Select your product family** field's down arrow and select your product family (Power) from the drop-down list.
10. Click **Register** on the bottom right of the **Register** box once your information is set.

## PowerDMS University Support Contact

Reach out to our PowerDMS University team for assistance.

- PowerDMS Training Team  
[trainingteam@powerdms.com](mailto:trainingteam@powerdms.com)