Email Template for Single Sign-On (SSO)

Instructions

- **Customize this sample communication** to guide learners in accessing the UE Learning Portal through single sign-on (SSO).
- **To enable system enrollment notifications**, contact us at launch@ue.org. Specify if you'd like notifications for course enrollments or learning plan enrollments.
- **If notifications are already enabled**, send a training announcement beforehand to prevent learners from mistaking the notifications for spam.

[Draft an announcement to learners regarding the purpose of the training.]

We ask that you complete the following courses:

The deadline to complete this course is *[DATE]*.

To begin training, go to the United Educators tile in the *[Institution]* portal or click here *[insert hyperlink]*.

You will be prompted to log into the *[Institution]*'s SSO. Then you will land on the Learning Center.

You will receive a confirmation email after each course is successfully completed.

Need Help?

If you have any issues with signing in or accessing the courses, click any **Support Portal link** on the site.

Direct all other questions to *[CONTACT NAME]* at *[CONTACT EMAIL ADDRESS]*.

Thank you for your time and cooperation in completing this essential training program.