



Accessing LEARN for NEXCOM Associates

This quick guide illustrates how to log into LEARN, NEXCOM's learning management system, add your mobile phone number to receive PIN numbers, and access your learning plan.

A screenshot of a web browser showing the NEXCOM HCM03 login page. The browser's address bar shows the URL 'https://auth-hcm03.ns2cloud.com/SecureAuth73/'. Below the browser window, there are navigation links: HUB, Verify, Train/Mkt, TRP, CityPair, and PerDiem. The main content area has the NEXCOM LEARN logo at the top. Below it, the text 'NEXCOM HCM03' is displayed. A message says 'Please enter your User ID below. (Case Sensitive)'. There is a text input field labeled 'User ID' and a blue 'Submit' button. Two red arrows point to the 'User ID' field and the 'Submit' button.

Access the link to LEARN at:

<http://www.NEXCOMlearn.com>

Enter your User ID.
USER ID is your Employee ID number.
You can find this number on your
paystub or by asking your HR Team for
assistance.

Click Submit.

A screenshot of the NEXCOM HCM03 password delivery method selection page. On the left, there is a large circular icon with a padlock. To the right, the text 'Please choose the delivery method for your Passcode.' is displayed. Below this, there is a radio button selected for 'Email xxxxx@nexweb.org'. A blue 'Submit' button is at the bottom. A red arrow points to the 'Submit' button.

The option to deliver a One-Time PIN to
your preferred email will appear.

Click Submit.

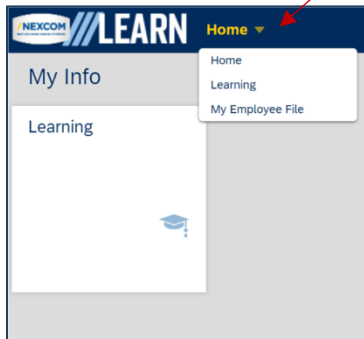
NOTE: If you do not have an option upon
login, you will need to reach out to your local
HR Team and have them add your e-mail
address to the HRIS system.

A screenshot of an email from NEXCOM Online Support. The email header shows 'NEXCOM Online Support <no-reply@ns2cloud.com>' and 'Key, Kimberly'. The subject is '[Non-NEXCOM Source] NEXCOM Learning Depot Online One Time Passcode'. The body of the email starts with 'Kim Key,' and 'Thank you for accessing LEARN, your gateway to learning events, classes, training opportunities and additional resources as a NEXCOM associate.' It then states 'Your passcode will expire in 10 minutes. Your One-time passcode is 454701'. Below this, it says 'Please enter the code into the login screen. A new passcode will be needed each time you logon to your account. Thank you for utilizing our services.' and 'You have made this request from the following page: https://auth-hcm03.ns2cloud.com/SecureAuth73/'. The footer of the email says 'SecureAuth Corporation' and 'Assert Your Identity'.

An email will arrive to your preferred
email address within 30 seconds
providing you a One-Time PIN.

Enter the PIN here (within 10 minutes of receipt).

Click Submit.



IF you prefer to receive the PIN number to your mobile phone via SMS/Text, then go to the HOME drop down.

Select My Employee File.

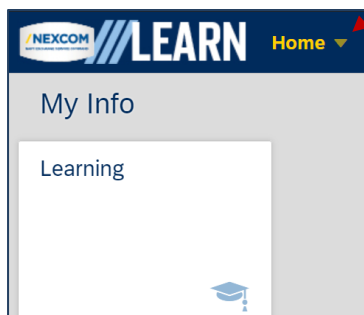
Click the Pencil beside User Information.

Enter your mobile phone number.

Click SAVE.



Return to the HOME screen using the drop down menu.



Upon login, you have access the HOME screen.

Click the Learning tile to proceed,
OR

Use the dropdown menu and select *Learning*.
