learn.WashU

The learn.WashU platform is an interactive learning management system utilized by the Olin Business School Executive Education team. As a participant in one of our programs, you will have access to this platform which provides information related to all of the programs you participate in at Olin. Within learn.WashU you will find all of your course timetable details, downloadable resources (for example, articles and cases), places to post comments and also a list of all of your fellow participants. In addition, instructors will often use the platform to communicate with you before and during the program.
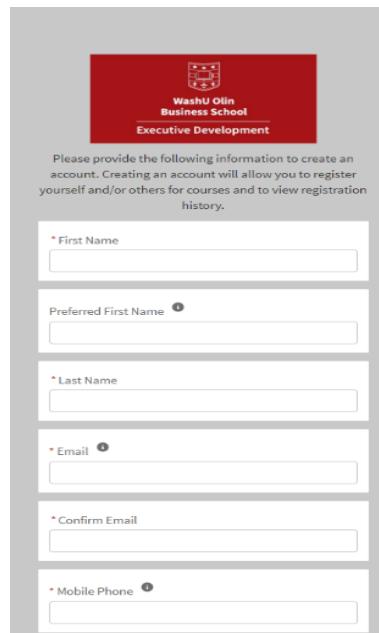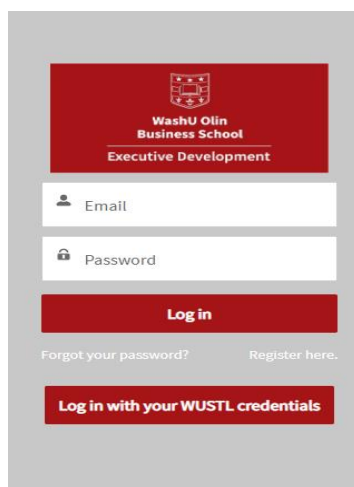
This document provides a brief summary on how to access the platform, navigating the platform and creating your profile.   Please note that completing your profile in learn.WashU is an important first activity as it lets you choose where you would like to receive notifications from the program team and how frequently.

Accessing the Platform

Access to the platform requires 2-factor authentication.

First-time users *(if you are an employee of Washington University, login instructions are on page 2)*
You only need to complete the following steps **the first time** you access the platform.
- Visit: learn.washu
- Click "Continue with email address"
- Click "Register here" in the bottom right and complete the form
    - You will need to register with the email address you used to self-register or your company email address.
    - The email address and mobile phone number will be used for future 2 factor authentication)

- After completing the form, click "Sign Up". This will take you to the authentication page.

- First-time users will authenticate using your email address. A verification code will be sent to the email address you provided in the previous registration form.
- Enter the verification code to confirm your identity
- You will now have access to the course site in learn.WashU.

Note - when accessing the site in the future you can choose to authenticate using your email or mobile phone number if preferred.

Returning users

- Visit: learn.washu
- Click "Continue with email address".
- Enter your email and password.
- Enter the verification code to confirm your identity.
- You will now have access to the course site in learn.WashU.

Washington University Faculty/Staff

- Visit: learn.washu
- Click "Login with your WUSTL credentials"
- Enter your email and WUSTL key.
- You will now have access to the course site in learn.WashU.

Completing your profile

Completing your profile in learn.WashU is an important first activity as it lets you choose where you would like to receive notifications from the course team and how frequently. It also allows you to provide a short bio that your fellow participants can see by clicking on your name next to a comment that you post or via the People section that is available in the left-hand course menu.

To get started, click on the photo icon in the left-hand menu and then 'Update Profile':
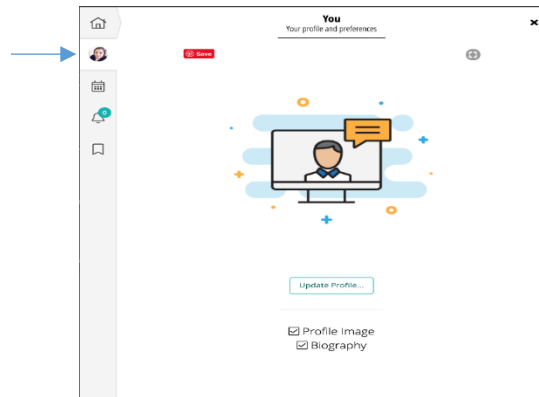
Click on the Profile Image to add a photo of yourself:
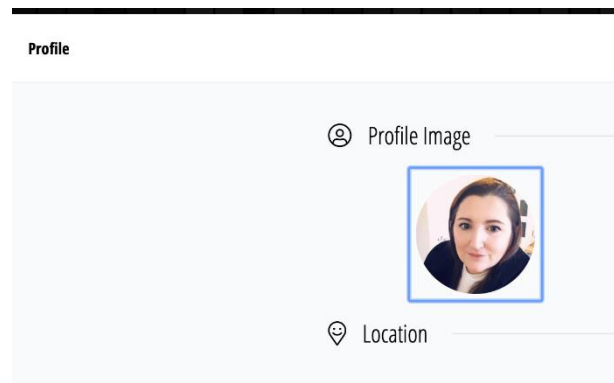
Provide a Short Bio

So that others can learn more about you and see if you have shared interests, provide a short description of your background and experience:

Select How Frequently You Wish to Receive Notifications

Select how often you would like to receive notifications from learn.WashU; for example, when we make an announcement of a new piece of content. **PLEASE DO NOT TURN NOTIFICATIONS OFF AS INSTRUCTORS AND PROGRAM MANAGERS WILL SEND MESSAGES THROUGH THIS PLATFORM.**

Provide Contact Details

If you would like other users of learn.WashU to be able to contact you, provide additional contact details:
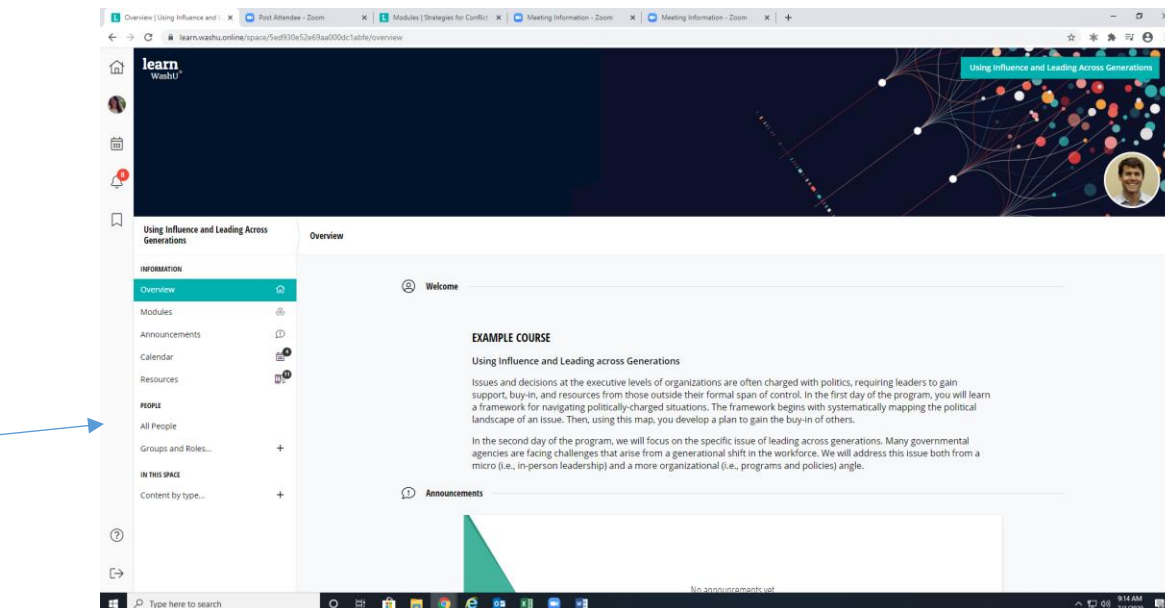

Remember to click on 'Save' at the bottom of the page when you have completed the changes to your Profile.

Navigation Overview

Home Page – when you access the platform, click on the "Home" icon on the left navigation panel to access all of your course sites.
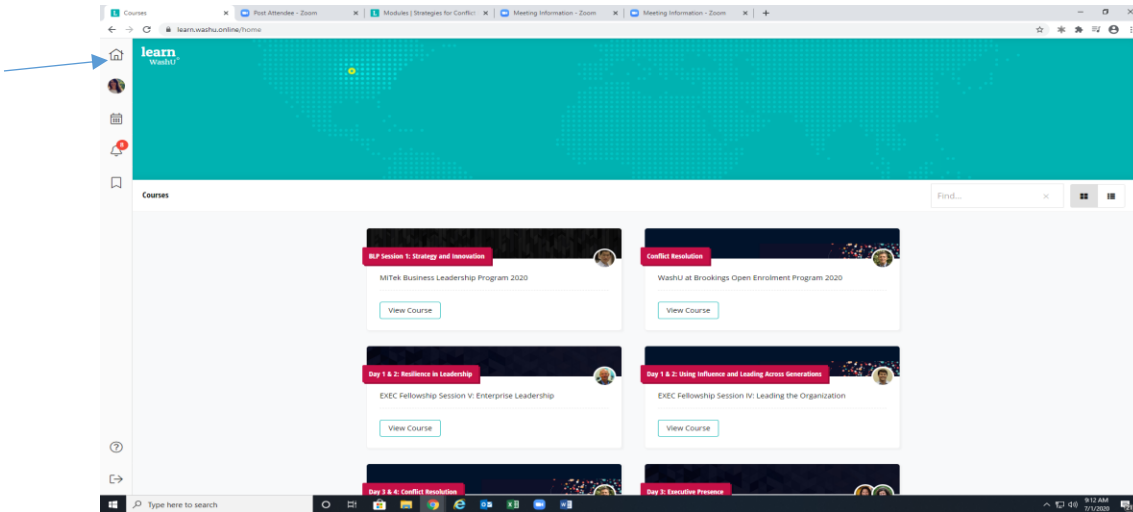

Course Site - from your Home page, find the applicable course site and select "View Course".

Once on the course site home page, you will use the navigation menu on the left hand side. General course information is found in the "Overview" section. All class related material is in the "Modules" section.

Responding to Questions/Discussion Items in the Platform

Instructors may ask you to provide feedback/answer questions for the various modules in the program. To add your response to a question, click on the "View".
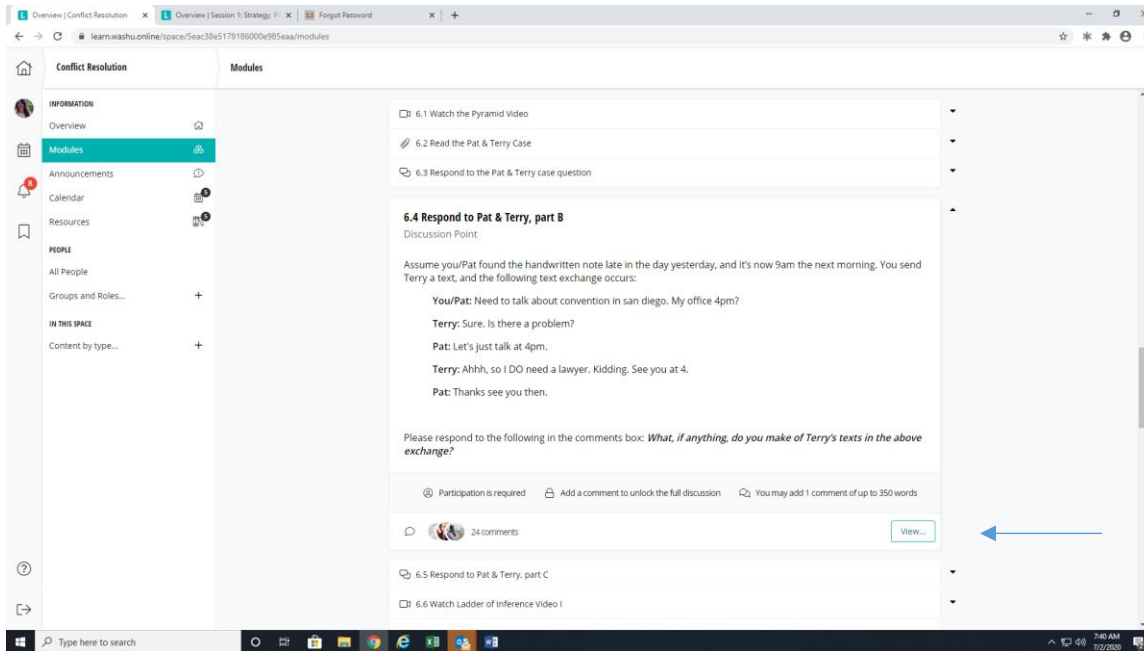
You will need to add your responses prior to seeing the other responses.