

# Requesting Access-Learning Network Vendor Hub

## Introduction

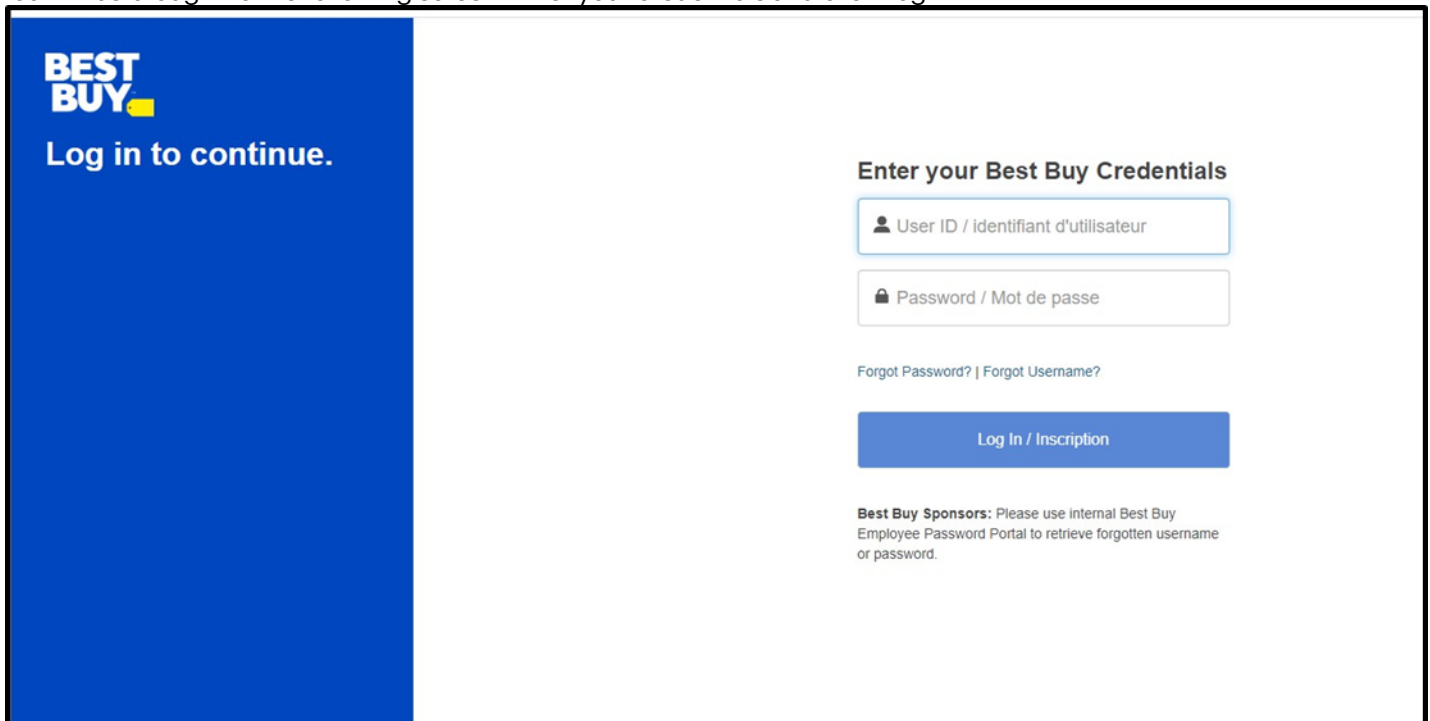
The Learning Network Admin tools have been updated so that administrators can configure content to be available to vendor users, as well as configure content to be required of vendor users. Vendor users will then be able to access, launch and complete these content items from within the Vendor Hub. **This job aid assumes you have already been assigned a Vendor ID (V-ID).**

## Requesting Access

Once you have been assigned a VID visit <https://vendor.bblearningnetwork.com>

Follow the instructions as outlined below and only submit the request once even if you don't get a response of acceptance when clicking the submit button at the end. Please allow 3 business days for access to be granted. Every attempt will be made to provide access as soon as possible.

You will be brought to the following screen. Enter your credentials and click Log In.



**BEST BUY**  
Log in to continue.

### Enter your Best Buy Credentials

User ID / identifiant d'utilisateur

Password / Mot de passe

[Forgot Password?](#) | [Forgot Username?](#)

Log In / Inscription

**Best Buy Sponsors:** Please use Internal Best Buy Employee Password Portal to retrieve forgotten username or password.

## Second and Third-Party Provided Labor Guidelines & SOP.

Upon log in you will be brought to this screen. Follow the 5-step process outlined below.

LEARNING NETWORK Welcome, Test User  
LOGOUT

You do not have access to any brands.  
To request access, please select a brand and submit the following information. You will receive access when it has been approved by the VSA for the selected brand.

1. Select your employer from the drop-down list
2. **ONLY** choose "Training Report" from this menu
3. Indicate your reason for requesting access
4. Provide the email address associated with your V-ID
5. Click the Submit button

\* Brand: [Search...]

\* I require access to:

- Dashboard
- Content Manager
- Skills Manager
- Banner Manager
- Q&A
- Completions Report
- Training Report
- Assessment Manager
- VSA

\* Reason: [Text Area]

\* Contact Information: [Text Area]

Submit

Follow the Job Aid titled "2PL 3PL Vendor Hub Job Aid" that was provided to you earlier for further instruction on completing your Learning Network training.