

Brainier First Time User Login Guide

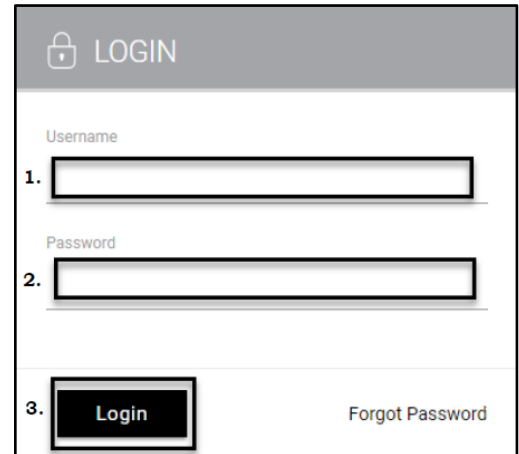
Welcome! As a new team member, you may be required to complete training courses to prepare you for your new role. Many of them are completed using our learning management system, **Brainier**. These instructions will help you log into Brainier for the first time.

1. Type your **Username**.

Your username for Brainier is the same as your Username for UKG.

NOTE: Typically, usernames resemble LastnameF.

Some usernames *may* contain numbers after the first initial.



2. Type your **Password**.

The first time you log into Brainier, your password is identical to your username. Simply retype, or copy and paste, your username into the password field.

*Username as **Username** and Username again as **Password**.*

3. Hit the **Login** button.

If successful, Brainier will prompt you to change your password. Please type your birthday in the **MMDDYYYY** format to set your new password.

Your birthday will be your Brainier password from that point on. You will not be required to change your password again.

NOTE: The **Forgot Password** link will *only* work with @merrillgardens.com or @pillarproperties.com email addresses. Personal emails are not tracked in Brainier and will not generate a password reset via email.

Questions? Contact the Training Department at training@merrillgardens.com or training@pillarproperties.com