Australian Government
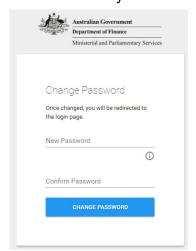**Department of Finance**
Ministerial and Parliamentary Services

MOP(S) Learning user log in guide

If you are logging into MOP(S) Learning for the first time, here are a few things to note first:
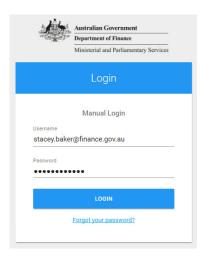
1. Only MOP(S) Act employees with an official work email address can access MOP(S) Learning. That is **an email address that ends in .gov.au**.
2. Ongoing and non-ongoing employees will have their accounts created for them. An email will be sent to set up their password.
3. Casual employees who have an official work email can access MOP(S) Learning upon request.
4. If any employee did not receive an email or do not have an official work email address and would like to access MOP(S) Learning, **contact the MaPS Help Desk** on 02 6215 3333 or email mpshelp@finance.gov.au.
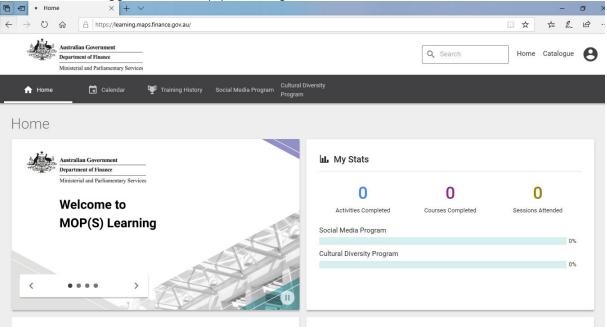
Let's begin

1. In your inbox, you will have received an email from MOP(S) Learning titled 'New Account'. Please also check your junk folder just in case
2. Open the email and click the link set password. Note: the link to set up your password is **only valid for 72 hours** (see section 'my link has expired' if you haven't set up your password within this timeframe)
3. The link will take you to a webpage where you will need to create your password

4. When your password is set up, you will see the login screen with your username and password already pre-filled. Click the login button to access MOP(S) Learning

5. You have now logged into MOP(S) Learning

My link has expired

If the link to register your account has expired, follow these steps:

1. Go to learning.maps.finance.gov.au/user_login
2. Enter your work email address as your user name
3. Click reset password
4. Follow the prompts to create your password

If you require further assistance, please **contact the MaPS Help Desk** on 02 6215 3333 or email mpshelp@finance.gov.au.