

## Job Aid - 2: Log in to Merlin

Merlin is an online tool that helps you manage course competency profiles, outlines and materials. To access Merlin you need a PersonID and PIN (Personal Identification Number).

My Merlin PersonID is: \_\_\_\_\_

My Merlin PIN is: \_\_\_\_\_

### Log in

- Open your Internet browser;
- access Merlin by typing **http://digilearn.nait.ab.ca/olds/merlin/** in the box beside Address on your browser;
- press **Enter** on your keyboard;
- on the Merlin screen, type your **PersonID** and **PIN** in the appropriate boxes;
- click the **Login** button. Merlin will verify your log in information;
- Merlin will open with navigation on the left side of the screen.