LOGGING IN TO THE LMS

Username: M00#
Password: password1

CHANGING YOUR PASSWORD
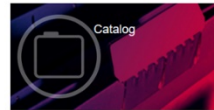
Once Logged in

Click My Account
In the account information screen, in the Password Section
Enter their Current Password
Enter their New Password and Verify

RETURNING TO THE STUDENT MAIN SCREEN

When you are in the LMS, you may want to return to the main screen known as "LEARNING OPTIONS" or STUDENT VIEW

To return to the main screen, from the menu bar, CLICK the HOME tile

Menu Bar

Home Tile

REGISTERING FOR A COURSE

Move your mouse over the CATALOG tile

A list of categories will appear

Move your cursor to VIEW ALL
and CLICK VIEW ALL to view all the contents of the catalog

If you are interested in attending an Instructor Led Course, Scroll down to the courses that begin with ILT

To signup, click the CHECK BOX to the right of the Course or Courses you wish to attend

Scroll to the bottom and click CONTINUE

NOTE: Your supervisor will receive an email to Approve or Deny any INSTRUCTOR LED COURSE - You will be notifed via email if you have been approved or denied
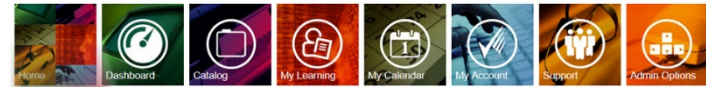
ALL other courses in the LMS are either EBOOKS which you can read, or Online Courses - courses you take immediately online.

To register for these courses, simply click the box to the right of the course or courses and click CONTINUE

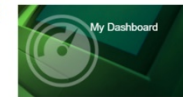## ACCESSING & TAKING ONLINE COURSES

If you signed up for an ONLINE COURSE or you were assigned one from your supervisor

Ensure you are on the main LEARNING OPTIONS screen by clicking the HOME tile

From the main Learning Options screen click the MY DASHBOARD tile

In the left column (you may have to scroll down) locate the MY COURSES/EVENTS box

Listed in this box are courses you registered for or were assigned by your supervisor.

To Launch the course, Click on the NAME of the course

and then click the CLICK TO LAUNCH button

VIEWING TRANSCRIPT/CERTIFICATE

Ensure you are on the main LEARNING OPTIONS screen by clicking the HOME tile

Hover over the MY LEARNING tile and Select TRANSCRIPT /CERTIFICATE