

LMS *Learner* Guide

★ See [LMS Home Page Overview](#) for a further description of home page icons →

- Log into the [LMS](#) . Your LMS account is already created. If you are logging in for the first time:
 1. Use your eight digit personnel number (including leading zeros) as your user name
 2. Use Training#1 as your initial password

-  The Internet Explorer **back arrow doesn't work** on many LMS screens.
Use buttons and links on each screen instead.

- Check the [Training Page](#) for a list of agency [Training Coordinators](#) who can help you use the LMS.



Find Courses

1. Click **Home** tab; then **Courses** icon.
2. To limit which courses display, **type a word or phrase in Search for** (for example, ESD for all ESD classes or DES for Enterprise Services classes).
Click **Go** button.
(Optional: Use the *Results per Page* drop-down menu to increase the number of courses that display. Click Show button.)
3. Click **name of class**.
4. Click **Details** tab to learn more about a course, including the cost.

Click **Scheduled Classes** tab for instructor led classes to see when classroom training is offered. To see more details about a class, click its **checkbox**; then click **View Details** button.
5. To return to Scheduled Classes list, click **Close Record** button.
6. To return to course catalog, click **Close Record** button.

Find courses by category instead: [Browse Classes video](#)

Register for a Class

(or online course)

1. Follow **steps 1-4 of Find Courses** (at left here) until you see course details for online class or clicked checkbox for instructor led class.
2. Click **View Details** button.
3. Click on the **Enroll in this Class** button.
4. A **Notice** will appear at the top of the page stating that you have been successfully enrolled.
5. Click on the **Close Record** button to continue.

Note: Class/course now shows only in **My Requests**, not **My Courses**; because you're not enrolled until your supervisor approves request in the LMS.

View/Drop Enrolled Courses

1. Click **Home** tab; then **My Courses** icon.
2. Click **name of course**.
3. To drop an entire *course* (online or wrong course), click **Drop Course** button.
4. To drop a *class* (so you can attend a different class of the same course), click **Drop Class** button.
[You can then register for another scheduled class.]
5. To return to enrolled courses list, click **Close Record** button.

View Your Transcript

1. Click **Home** tab; then **Transcript** icon.
2. To limit which courses display, use **Search for**, **Advanced Search**, and **Completed Between** features.
3. Optional: Click **Print** or **Export** button(s). (upper-right)

NOTE: Pre-LMS training records from HRDIS won't appear in the LMS until June 2014 at the earliest.