

**LMS**  
Learning  
Management System

*Enroll. Learn. Succeed.*

# LMS 9.2

## User Guide

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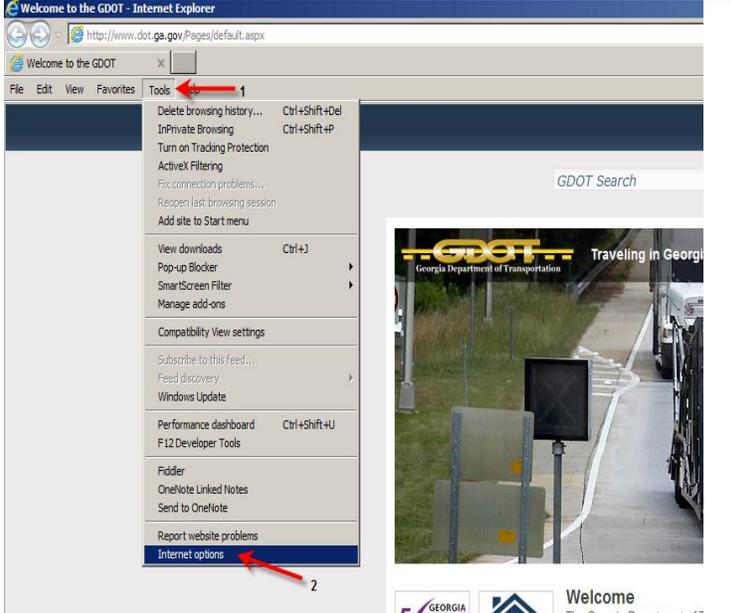
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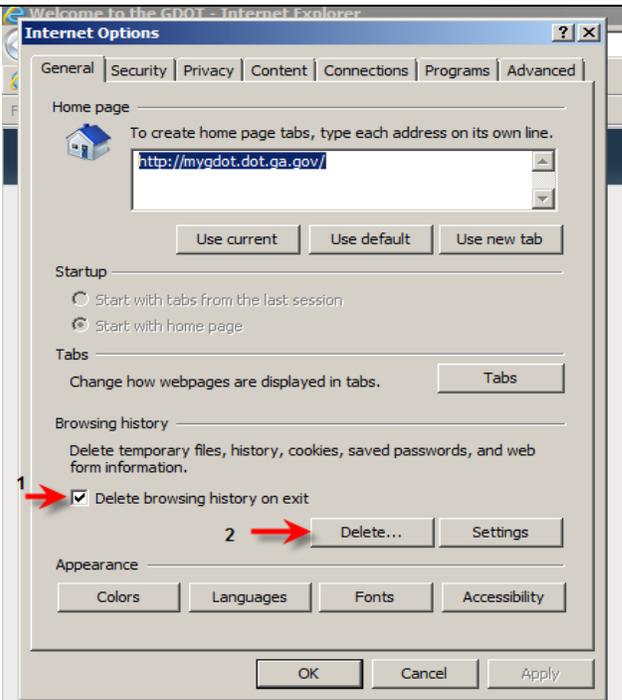
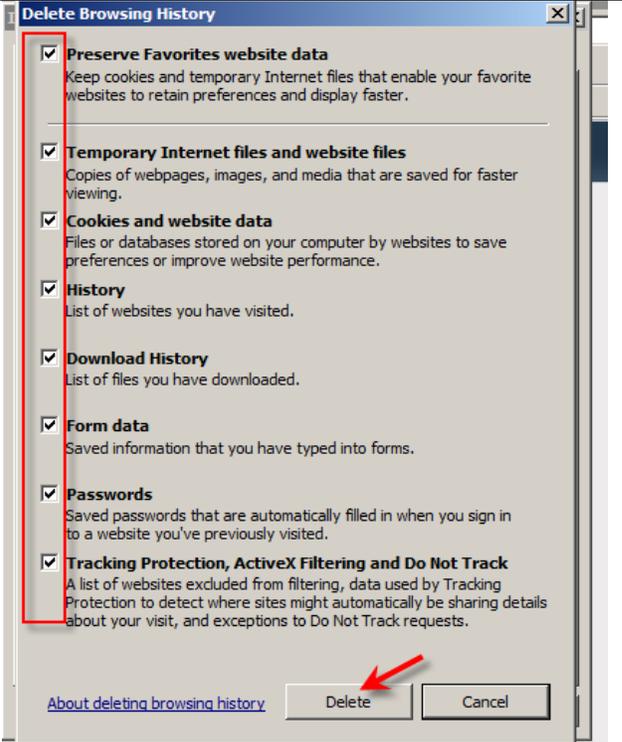
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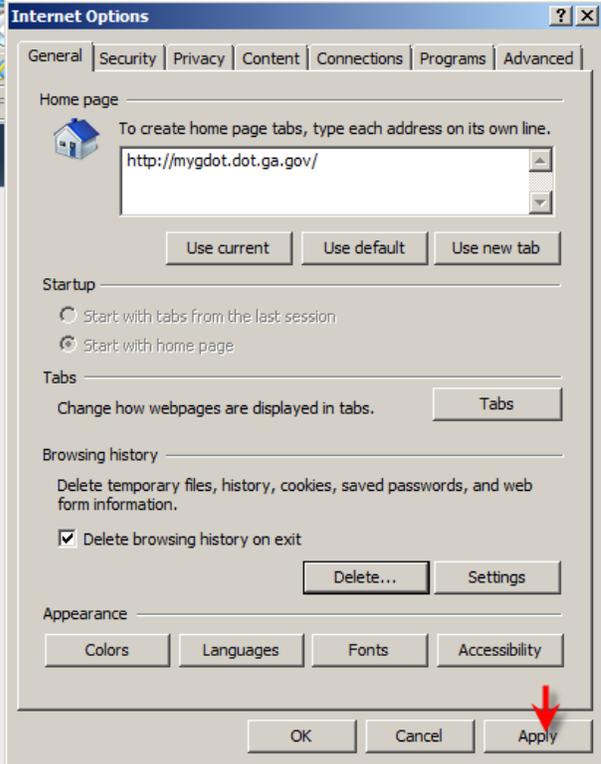
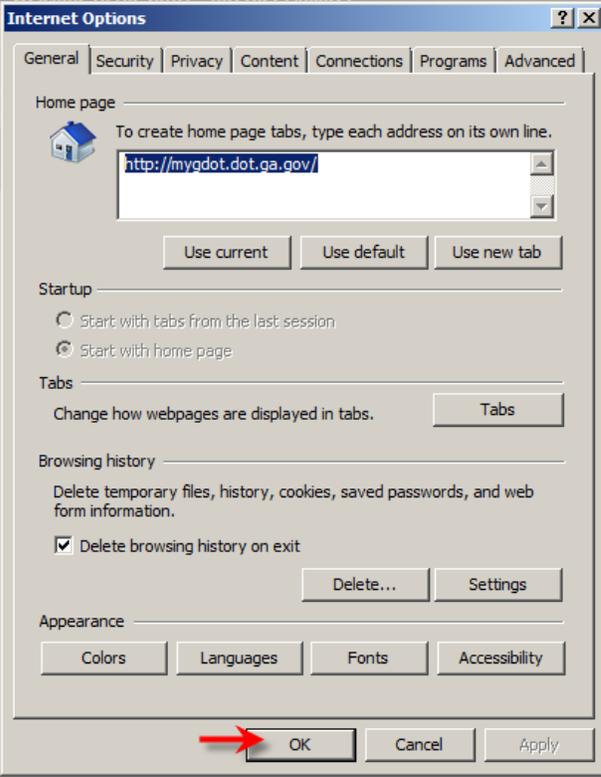
## 1. Chapter One: External Users

### 1.1. How to clear your browser cache

#### How to clear browser cache step by step instructions

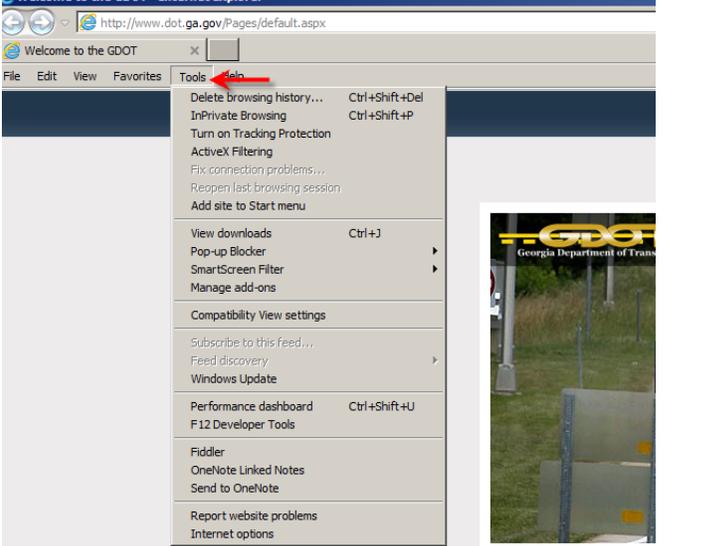
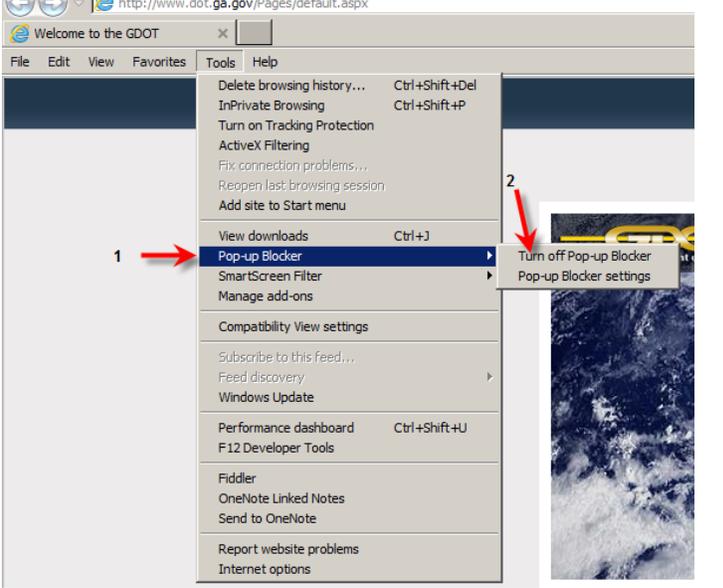
| Step | Action   | Results   |
|------|--|---|
| 1.   | Open your Internet Explorer browser.                     |   |
| 2.   | Click on the Tools tab. Then, click on Internet Options. |  <p>The screenshot shows an Internet Explorer browser window titled 'Welcome to the GDOT - Internet Explorer'. The address bar shows 'http://www.dot.ga.gov/Pages/default.aspx'. The 'Tools' menu is open, displaying various options. A red arrow labeled '1' points to the 'Tools' menu item in the browser's menu bar. Another red arrow labeled '2' points to the 'Internet options' option at the bottom of the Tools menu. The background of the browser shows the GDOT website with a search bar and a banner for 'Traveling in Georgia'.</p> |

| Step | Action  | Results   |
|------|---|---|
| 3.   | <p>Make sure that the 'Delete browsing history on exit' box is checked. Then, click on the 'Delete' button.</p> |  <p>The screenshot shows the 'Internet Options' dialog box with the 'Browsing history' section expanded. The checkbox for 'Delete browsing history on exit' is checked. A red arrow labeled '1' points to this checkbox. Another red arrow labeled '2' points to the 'Delete...' button. Other sections like 'Home page', 'Startup', and 'Appearance' are also visible.</p>   |
| 4.   | <p>Make sure that all the checkboxes have been selected. Click on the 'Delete' button.</p>                      |  <p>The screenshot shows the 'Delete Browsing History' dialog box. A red box highlights the list of items to be deleted, all of which have their checkboxes checked: 'Preserve Favorites website data', 'Temporary Internet files and website files', 'Cookies and website data', 'History', 'Download History', 'Form data', 'Passwords', and 'Tracking Protection, ActiveX Filtering and Do Not Track'. A red arrow points to the 'Delete' button at the bottom right.</p> |

| Step | Action                       | Results   |
|------|------------------------------|---|
| 5.   | Click on the 'Apply' button. |  <p>The screenshot shows the 'Internet Options' dialog box with the 'General' tab selected. The 'Home page' section contains a text box with 'http://mygdot.dot.ga.gov/'. Below it are 'Use current', 'Use default', and 'Use new tab' buttons. The 'Startup' section has 'Start with home page' selected. The 'Browsing history' section has 'Delete browsing history on exit' checked. At the bottom right, a red arrow points to the 'Apply' button.</p>   |
| 6.   | Click on the 'OK' button.    |  <p>The screenshot shows the 'Internet Options' dialog box with the 'General' tab selected. The 'Home page' section contains a text box with 'http://mygdot.dot.ga.gov/'. Below it are 'Use current', 'Use default', and 'Use new tab' buttons. The 'Startup' section has 'Start with home page' selected. The 'Browsing history' section has 'Delete browsing history on exit' checked. At the bottom left, a red arrow points to the 'OK' button.</p> <p data-bbox="833 1829 1544 1864">You have cleared the Internet Explorer browser cache.</p> |

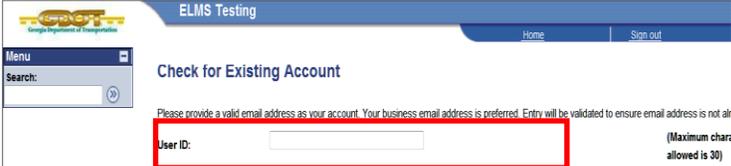
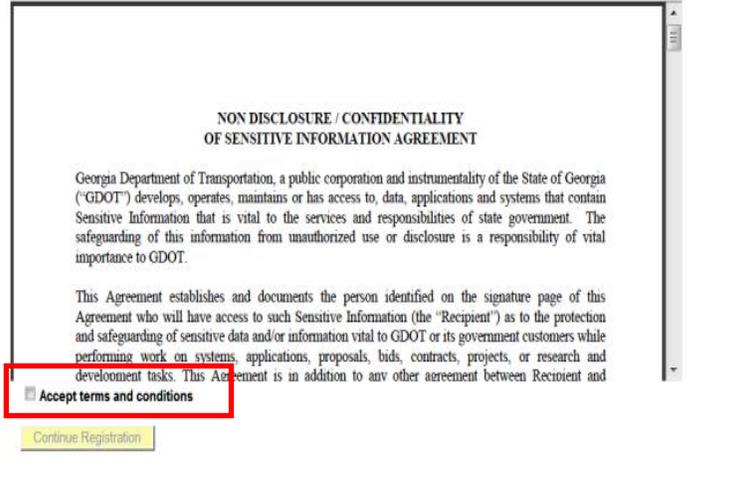
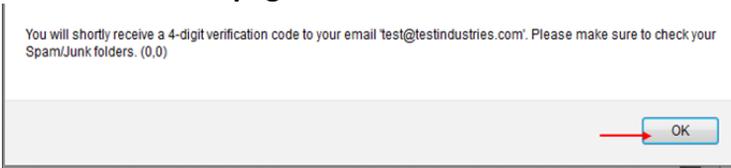
## 1.2. How to disable your pop-up blocker

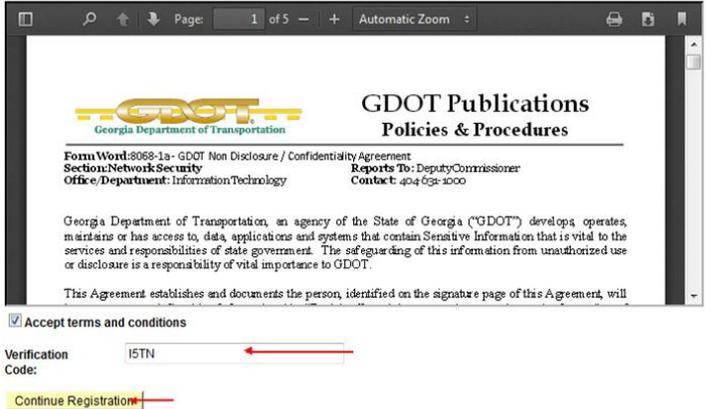
### How to clear browser cache step by step instructions

| Step | Action  | Results  |
|------|---|--|
| 1.   | Open your Internet Explorer browser.                                  |  |
| 2.   | Click on the Tools tab.   |  <p>A screenshot of the Internet Explorer browser window showing the 'Tools' menu open. The address bar displays 'http://www.dot.ga.gov/Pages/default.aspx'. The 'Tools' menu is highlighted with a red arrow, and its options are visible, including 'Delete browsing history...', 'InPrivate Browsing', 'Turn on Tracking Protection', 'ActiveX Filtering', 'Fix connection problems...', 'Reopen last browsing session', 'Add site to Start menu', 'View downloads', 'Pop-up Blocker', 'SmartScreen Filter', 'Manage add-ons', 'Compatibility View settings', 'Subscribe to this feed...', 'Feed discovery', 'Windows Update', 'Performance dashboard', 'F12 Developer Tools', 'Fiddler', 'OneNote Linked Notes', 'Send to OneNote', 'Report website problems', and 'Internet options'.</p> |
| 3.   | Click on 'Popup Blocker'.<br>Then, click on 'Turn off Pop-up Blocker' |  <p>A screenshot of the Internet Explorer browser window showing the 'Tools' menu open. The 'Pop-up Blocker' option is highlighted with a red arrow labeled '1'. A sub-menu is open, showing 'Turn off Pop-up Blocker' and 'Pop-up Blocker settings'. A red arrow labeled '2' points to the 'Turn off Pop-up Blocker' option. Below the screenshot, the text reads: 'You have disabled the pop-up blocker.'</p>  |

## 1.3. How to Create Account

### How to Register Learners step by step instructions

| Step | Action   | Results  |
|------|--|--|
| 7.   | From the Learning Management System and you are a <b>First time user?</b> , Click the <b>link</b> :<br>Obtain a logon ID and password. | The Welcome to GDOT’s Learning Management System page is displayed.  |
| 8.   | Click the <b>Register</b> link.  | Check for Existing Account page is displayed.  |
| 9.   | Enter your <b>email address</b> in the User ID field.  |    |
| 10.  | Click the <b>Accept terms and Conditions</b> checkbox.   |   |
| 11.  |  | <p>You will receive a verification indicating:<br/>You will shortly receive a 4 digit code to your email account. Also check your SPAM/JUNK folder.</p> <p><b>Do Not close this page.</b></p>  |
| 12.  | Click the <b>OK</b> button.  |  |

| Step | Action  | Results   |
|------|---|---|
| 13.  | When you receive the <b>verification Code</b> , Enter it in the field provided.   |   |
| 14.  | Click <b>Continue Registration</b> .  | The New User Registration page is displayed.  |
| 15.  | From <b>Create New Account</b> , Your email address is your user id.  |   |
| 16.  | Enter your <b>password</b> .  | <p>This is a number made up of:</p> <ul style="list-style-type: none"> <li>• At least 1 upper case.</li> <li>• One number: for example, the number 2</li> <li>• One special symbol. !, #, etc...</li> </ul>   |
| 17.  | Select the <b>Certificates Required</b> drop-down. Choose the <b>certificate</b> for which you will apply.  |   |
| 18.  | Under <b>User Information</b> :   | <p>Enter Your:</p> <ul style="list-style-type: none"> <li>• First name</li> <li>• Last Name</li> <li>• Phone number</li> <li>• Company</li> <li>• Class type</li> <li>• Drive Sate, Drive License #, and</li> <li>• Select your Date of Birth.</li> </ul> |
| 19.  | Under <b>Primary Address</b> :  | <p>Select your</p> <ul style="list-style-type: none"> <li>• Country</li> <li>• City</li> <li>• Enter your Address in the Address 1 field.</li> <li>• Select your State</li> <li>• And Enter your Postal Code.</li> </ul>                                  |
| 20.  | Under <b>Security Questions</b> : you need to complete this section in the event you forget your password. These questions are used to aid in the password reset process. | You must answer each question and provide a response.   |
| 21.  | Click the <b>Create Account button</b> .  | You have now completed the New Registration process.  |

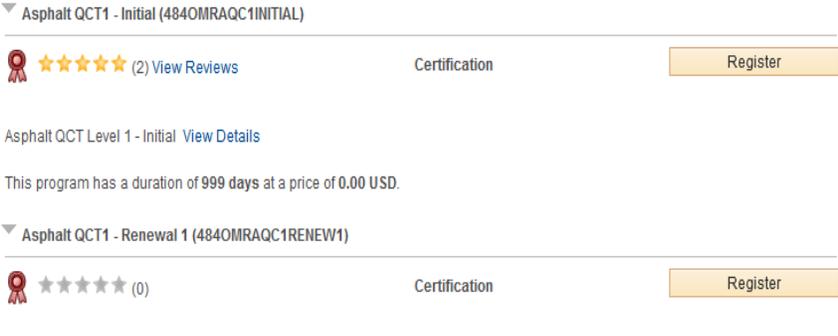
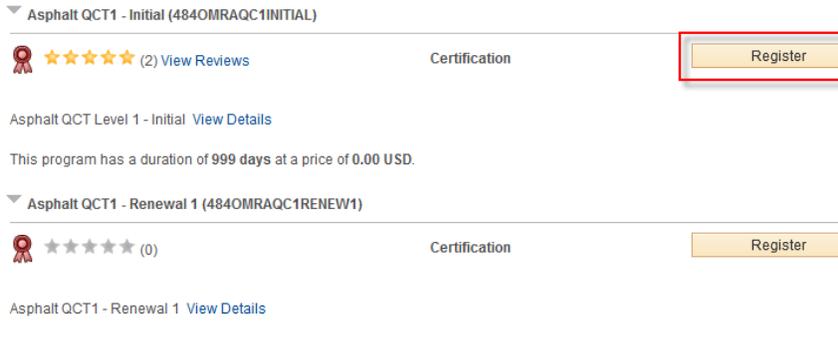
### 1.4. How to Register for a Program

To register for a certification program, the user will carry out the following steps:

The screenshot shows the LMS interface. The top section is titled "My Current Learning" and contains a table of learning items. Below this is a "Search for Learning" section with a search input field containing the text "Asphalt" and a search button icon. The search results section below shows "Search Results" with a pagination control indicating "1 - 15 of 103".

| Title                   | Type               | Required | Status           | Due Date   | Launch |
|-------------------------|--------------------|----------|------------------|------------|--------|
| Writing for Transpor... | Web-Based Training |          | In-Progress      |            |        |
| ACI Concrete Technic... | Certification      |          | Registered       | 01/18/2017 |        |
| ELMS 9.2                | Internal Learning  |          | Pending Approval |            |        |
| ArcGIS III              | ClassRoom          |          | Pending Approval |            |        |
| ArcGIS III              | Course             |          | Planned          |            |        |

| Step | Action  | Results  |
|------|---|--|
| 1.   | On the Home Page, enter the full/partial name of the certification program under the <b>'Search for Learning'</b> section and click on the  icon. | The Find Learning page is displayed with all the classes and certification programs that have the entered keyword in them. |

| Step | Action  | Results  |
|------|---|--|
| 2.   | Scroll the Search Results for the Certification Program.  |    |
| 3.   | Click on the <b>Register</b> button.<br><br><b>Note:</b> If the user is new to the Certification Program, then select the Program with Initial. (Example: Asphalt QCT1 – Initial) |  <p>Review Information page is displayed.</p> |
| 4.   | Click the <b>Submit Register</b> button.  |   |

| Step | Action                                       | Results   |
|------|--|---|
| 5.   | Click the <b>Submit Registration</b> button. | <p>Review Information <span style="float: right;"><a href="#">Return to Previous Page</a> <a href="#">Learning Home</a></span></p> <p>Dawadi,Rashmi Pant</p> <p>Program Name ACI Concrete Technician Certification - Initial    Type Certification<br/>           Program Code 484OMRACICTECH    Contact<br/>           Price Per Seat 0.00 USD    Drop Charge 0.00 USD<br/>           Schedule All requirements must be completed within 999 days from date of registration.<br/>           Validity This certificate will be valid for 1095 days from date of completion.<br/>           Recertification Period 0 days</p> <p style="border: 2px solid red; padding: 2px; display: inline-block;">Submit Registration</p>                                       |
| 6.   |  | <p>Registration Confirmation page displays.</p> <p>Registration Confirmation <span style="float: right;"><a href="#">Return to Pr</a></span></p> <p>Dawadi,Rashmi Pant</p> <p>✓ You have successfully registered in the Asphalt QCT1 - Initial program. You can view your registration details on your My Learning page.</p> <p>Confirmation Number 509478</p> <p>Program Name Asphalt QCT1 - Initial    Type Certification<br/>           Program Code 484OMRAQC1INITIAL    Contact<br/>           Price Per Seat 0.00 USD    Drop Charge 0.00 USD<br/>           Schedule All requirements must be completed within 999 days from date of registration.<br/>           Expiration Date<br/>           Validity<br/>           Recertification Period 0 days</p> |
| 7.   | Click the <b>Home</b> link.                  |   |

## 1.5. Enroll for Classes

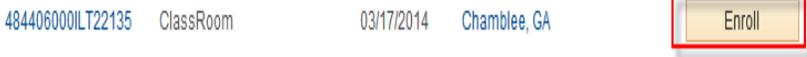
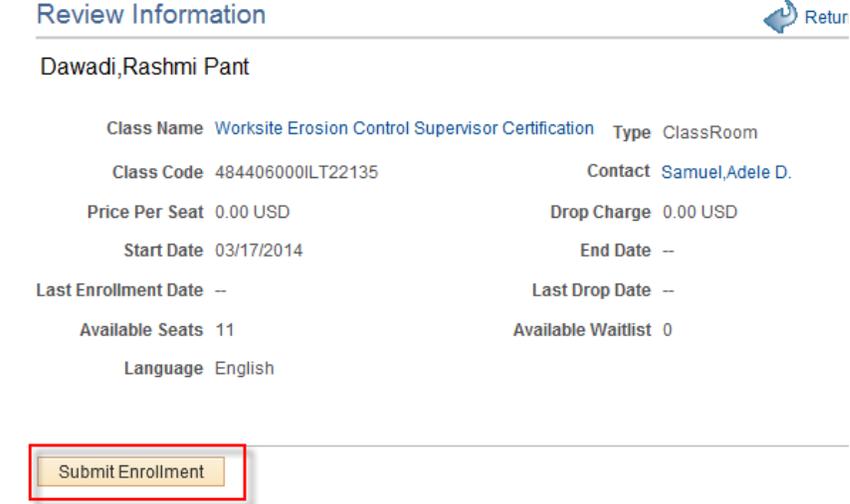
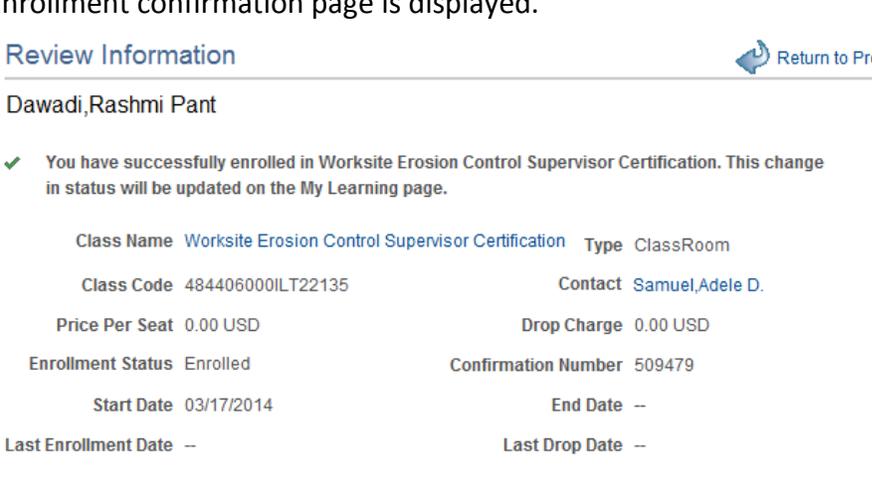
As an Internal User you can enroll for classes.

The screenshot shows the 'My Current Learning' dashboard. At the top, there's a 'View' dropdown set to 'All Learning'. Below it is a table with columns: Title, Type, Required Status, Due Date, and Launch. The table lists several items, including 'Writing for Transpor...', 'ACI Concrete Technic...', 'Asphalt QCT1 - Initi...', 'ELMS 9.2', and 'ArcGIS III'. To the right of the table are three summary cards: 'Most f', 'Highes', and 'Pendir'. Below the table is a 'View All 58' link and a 'My Learning' icon.

Below the table is the 'Search for Learning' section. It contains a text input field with the word 'Worksite' entered, and a search button (a double arrow icon) to its right. The text 'Advanced Search' is located at the bottom right of this section.

### Enroll for Classes step by step instructions

| Step              | Action  | Results  |            |                  |          |            |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
|-------------------|---|--|------------|------------------|----------|------------|----------|-------|--------|-------------------|-----------|---------------|------------|------------|----------|--------|-------------------|-----------|-------|------------|------------------|----------|--------|-------------------|-----------|--|------------|-----------|----------|--------|-------------------|-----------|--|------------|--------------|--|--------|-------------------|-----------|--|------------|--|--|--------|
| 1.                | On the Home Page, enter the full/partial name of the class under the 'Search for Learning' section and click on the '»' icon. | <p>The Find Learning page is displayed with all the classes and certification programs (if any) that have the entered keyword in them.</p> <p>Expand Collapse</p> <p>Worksite Erosion Control Supervisor Certification (484406000)</p> <p>Plan for Later</p> <p>This one-day course is intended for Worksite Erosion Control Supervisors on GDOT projects and persons that are involved with the installation, maintenance and inspection of erosion control devices. <a href="#">View Details</a></p> <table border="1"> <thead> <tr> <th>Class Code</th> <th>Type</th> <th>Duration</th> <th>Start Date</th> <th>Location</th> <th>Price</th> <th>Enroll</th> </tr> </thead> <tbody> <tr> <td>484406000ILT21784</td> <td>ClassRoom</td> <td>1 Days, 8 Hrs</td> <td>11/06/2013</td> <td>Tifton, GA</td> <td>0.00 USD</td> <td>Enroll</td> </tr> <tr> <td>484406000ILT22133</td> <td>ClassRoom</td> <td>8 Hrs</td> <td>03/17/2014</td> <td>Cartersville, GA</td> <td>0.00 USD</td> <td>Enroll</td> </tr> <tr> <td>484406000ILT22134</td> <td>ClassRoom</td> <td></td> <td>03/17/2014</td> <td>Jesup, GA</td> <td>0.00 USD</td> <td>Enroll</td> </tr> <tr> <td>484406000ILT22135</td> <td>ClassRoom</td> <td></td> <td>03/17/2014</td> <td>Chamblee, GA</td> <td></td> <td>Enroll</td> </tr> <tr> <td>484406000ILT22137</td> <td>ClassRoom</td> <td></td> <td>04/30/2014</td> <td></td> <td></td> <td>Enroll</td> </tr> </tbody> </table> | Class Code | Type             | Duration | Start Date | Location | Price | Enroll | 484406000ILT21784 | ClassRoom | 1 Days, 8 Hrs | 11/06/2013 | Tifton, GA | 0.00 USD | Enroll | 484406000ILT22133 | ClassRoom | 8 Hrs | 03/17/2014 | Cartersville, GA | 0.00 USD | Enroll | 484406000ILT22134 | ClassRoom |  | 03/17/2014 | Jesup, GA | 0.00 USD | Enroll | 484406000ILT22135 | ClassRoom |  | 03/17/2014 | Chamblee, GA |  | Enroll | 484406000ILT22137 | ClassRoom |  | 04/30/2014 |  |  | Enroll |
| Class Code        | Type  | Duration   | Start Date | Location         | Price    | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
| 484406000ILT21784 | ClassRoom   | 1 Days, 8 Hrs  | 11/06/2013 | Tifton, GA       | 0.00 USD | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
| 484406000ILT22133 | ClassRoom   | 8 Hrs  | 03/17/2014 | Cartersville, GA | 0.00 USD | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
| 484406000ILT22134 | ClassRoom   |  | 03/17/2014 | Jesup, GA        | 0.00 USD | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
| 484406000ILT22135 | ClassRoom   |  | 03/17/2014 | Chamblee, GA     |          | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |
| 484406000ILT22137 | ClassRoom   |  | 04/30/2014 |                  |          | Enroll     |          |       |        |                   |           |               |            |            |          |        |                   |           |       |            |                  |          |        |                   |           |  |            |           |          |        |                   |           |  |            |              |  |        |                   |           |  |            |  |  |        |

| Step | Action  | Results  |
|------|---|--|
| 2.   | Click the <b>Enroll</b> button for the class.             |  <p>484406000ILT22135 ClassRoom 03/17/2014 Chamblee, GA <b>Enroll</b></p>  |
| 3.   | From Review Information, click <b>Submit Enrollment</b> . |  <p><b>Review Information</b> <a href="#">Return</a></p> <p>Dawadi,Rashmi Pant</p> <p>Class Name <a href="#">Worksite Erosion Control Supervisor Certification</a> Type ClassRoom<br/>         Class Code 484406000ILT22135 Contact <a href="#">Samuel,Adele D.</a><br/>         Price Per Seat 0.00 USD Drop Charge 0.00 USD<br/>         Start Date 03/17/2014 End Date --<br/>         Last Enrollment Date -- Last Drop Date --<br/>         Available Seats 11 Available Waitlist 0<br/>         Language English</p> <p><b>Submit Enrollment</b></p>   |
| 4.   |   |  <p><b>Review Information</b> <a href="#">Return to Pr</a></p> <p>Dawadi,Rashmi Pant</p> <p>✓ You have successfully enrolled in Worksite Erosion Control Supervisor Certification. This change in status will be updated on the My Learning page.</p> <p>Class Name <a href="#">Worksite Erosion Control Supervisor Certification</a> Type ClassRoom<br/>         Class Code 484406000ILT22135 Contact <a href="#">Samuel,Adele D.</a><br/>         Price Per Seat 0.00 USD Drop Charge 0.00 USD<br/>         Enrollment Status Enrolled Confirmation Number 509479<br/>         Start Date 03/17/2014 End Date --<br/>         Last Enrollment Date -- Last Drop Date --</p> |
| 5.   | Click the <b>Home</b> link.                               |  |

Note: To learn more about a class Click the **Class Name** Link.

Review Information

 [Return to Profile](#)

Dawadi,Rashmi Pant

- ✓ You have successfully enrolled in Worksite Erosion Control Supervisor Certification. This change in status will be updated on the My Learning page.

|                      |   |                     |                 |
|----------------------|---|---------------------|-----------------|
| Class Name           | Worksite Erosion Control Supervisor Certification | Type                | ClassRoom       |
| Class Code           | 484406000ILT22135                                 | Contact             | Samuel,Adele D. |
| Price Per Seat       | 0.00 USD  | Drop Charge         | 0.00 USD        |
| Enrollment Status    | Enrolled  | Confirmation Number | 509479          |
| Start Date           | 03/17/2014  | End Date            | --              |
| Last Enrollment Date | --  | Last Drop Date      | --              |

The **Class Details** page is displayed.

[Class Details](#)

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## Worksite Erosion Control Supervisor Certification

★★★★★ (0)

You can view further details about the Class by selecting the various links. You can enroll in the class by selecting the Enroll button or add the class to to your Learning Plan by selecting the Add to Plan button.

|                             |   |                           |            |
|-----------------------------|---|---------------------------|------------|
| <b>Class Name</b>           | Worksite Erosion Control Supervisor Certification | <b>Type</b>               | ClassRoom  |
| <b>Class Code</b>           | 484406000ILT22137                                 | <b>Contact</b>            | --         |
| <b>Price Per Seat</b>       | 0.00 USD  | <b>Drop Charge</b>        | 0.00 USD   |
| <b>Start Date</b>           | 04/30/2014  | <b>End Date</b>           | 04/30/2014 |
| <b>Last Enrollment Date</b> | 04/30/2014  | <b>Last Drop Date</b>     | 04/30/2014 |
| <b>Available Seats</b>      | 26  | <b>Available Waitlist</b> | 0          |
| <b>Language</b>             | English   |                           |            |

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[Overview](#)   [Objectives Met](#)   [Schedule](#)   [Prerequisites](#)   [Notes and Attachments](#)

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**Description** This one-day course is intended for Worksite Erosion Control Supervisors on GDOT projects and persons that are involved with the installation, maintenance and inspection of erosion control devices.

**Class Syllabus**

To receive credit for this class you must complete all required tasks.

1 **worksite**  
Required Sessions

---

2 **TEST**  
Required Test

---

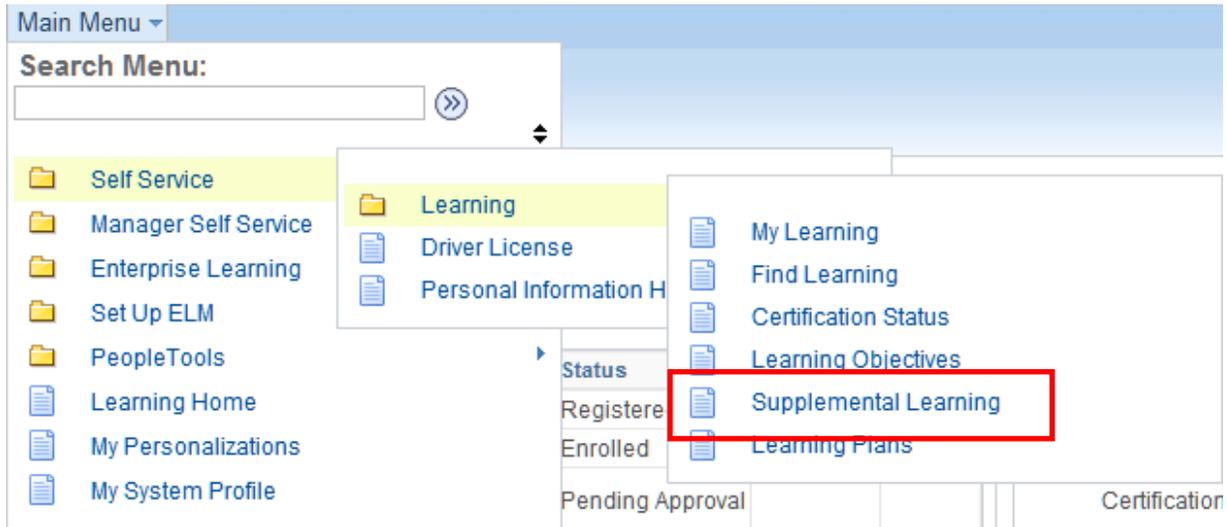
[Overview](#)   [Objectives Met](#)   [Schedule](#)   [Prerequisites](#)   [Notes and Attachments](#)

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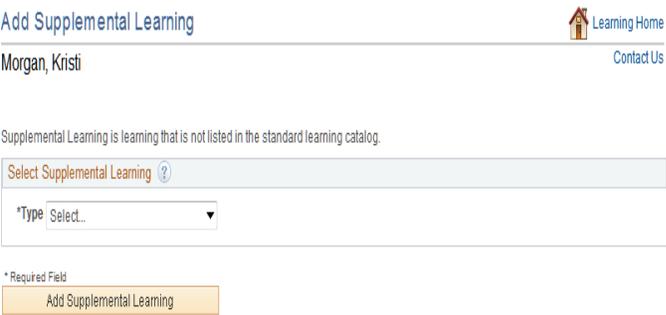
This page provides you with a lot of detailed information such as the **name of the Instructor**, **Contact information**, **Enrollment Status**, your **Confirmation Number**, **Type of Training**, (for example, Classroom) **Price per seat (if any)**, and the **Class Syllabus**. (For example, to receive credit for this class you must complete all required tasks)

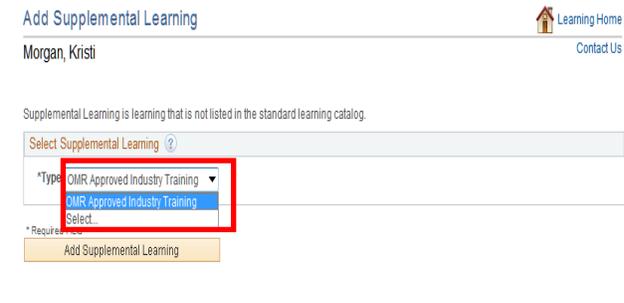
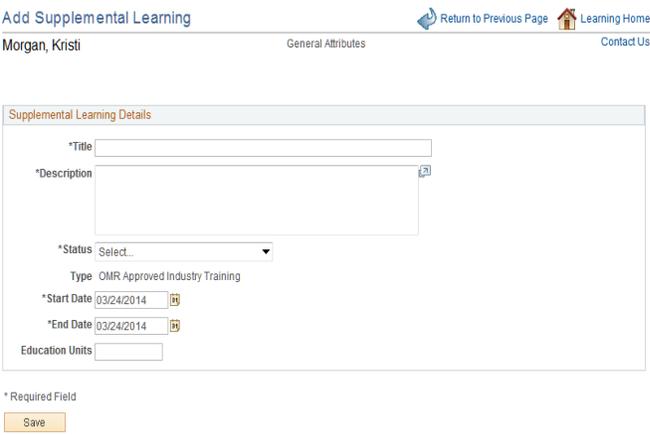
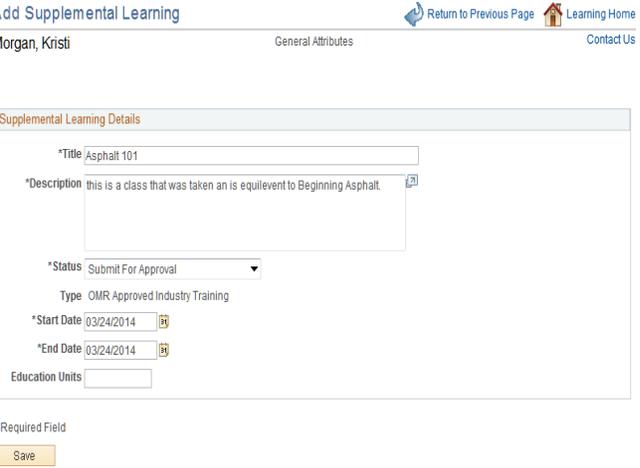
## 1.6 Add Supplemental Learning

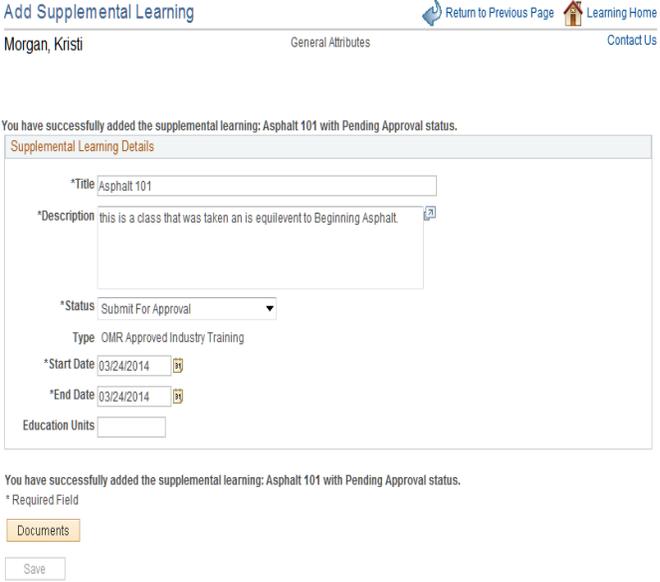
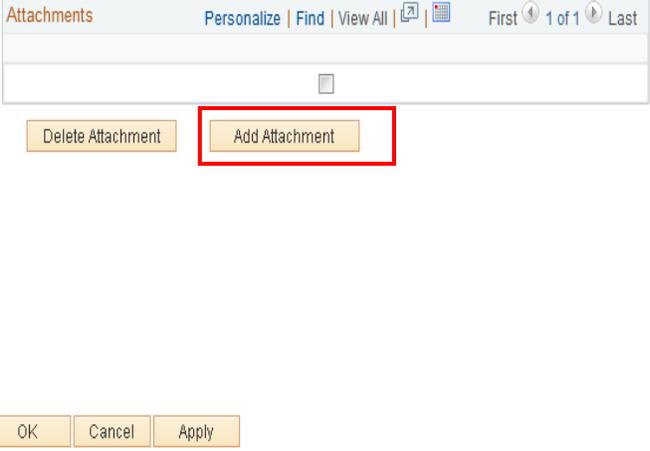
Learners might complete learning opportunities beyond the cataloged classes and programs, for which you need to, keep a record. For example, they might attend, have equivalent external work experience, or acquire some form of on-the-job training. For these types of equivalent training you will use Supplemental Learning.

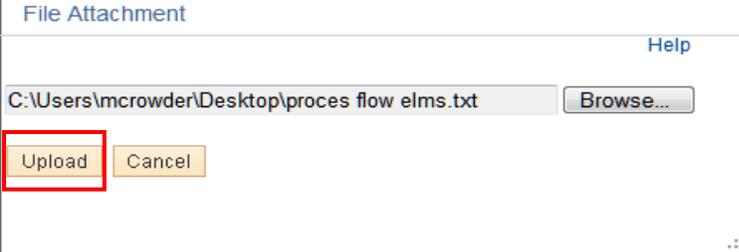
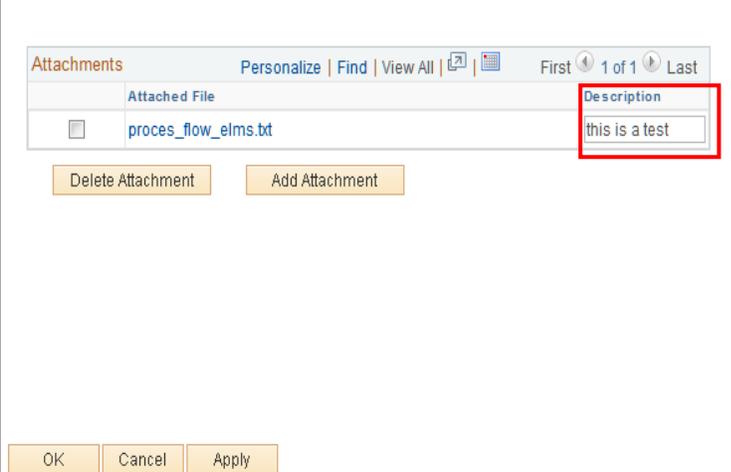


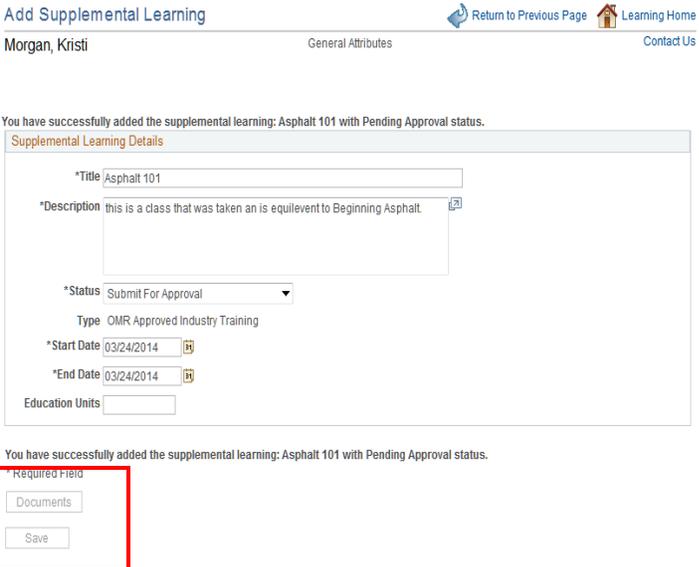
### Add Supplemental Learning Step by step instructions

| Step | Action   | Results  |
|------|--|--|
| 1.   | From the <b>Main Menu</b> select <b>Self Service, Learning,</b> and then <b>Supplemental Learning.</b> | The Add Supplemental Learning page is displayed.<br><br> |
| 2.   | From the <b>*Type</b> drop-down select the type of Supplemental learning.                              | Based on your user login only those supplemental learning type that match your login ID will be displayed.                                   |

| Step | Action   | Results   |
|------|--|---|
|      |  |   |
| 3.   | <p>Click the <b>Add Supplemental Learning</b> button.</p> <p><b>* Required Field</b></p>    | <p>The Add Supplemental Learning page is displayed.</p>  |
| 4.   | <p>Complete the <b>form</b>.</p> <ul style="list-style-type: none"> <li>*Enter the title</li> <li>*Description</li> <li>Select the Status.</li> <li>Enter Education units</li> </ul> <p><b>*Required Fields.</b></p> |   |
| 5.   | <p>Click the <b>Save</b> button.</p>   | <p>You will receive a message indicating that you have successfully added the supplemental learning Asphalt</p>                             |

| Step | Action   | Results  |
|------|--|--|
|      |  | <p>101 with Submit for Approval status.</p>  |
| 6.   | If you need to add supporting Documents click the <b>Documents</b> button. |    |
| 7.   | From the Attachments page Click the <b>Add Attachment</b> button.          |    |
| 8.   | From File Attachment click the <b>Browse</b> button.                       |    |

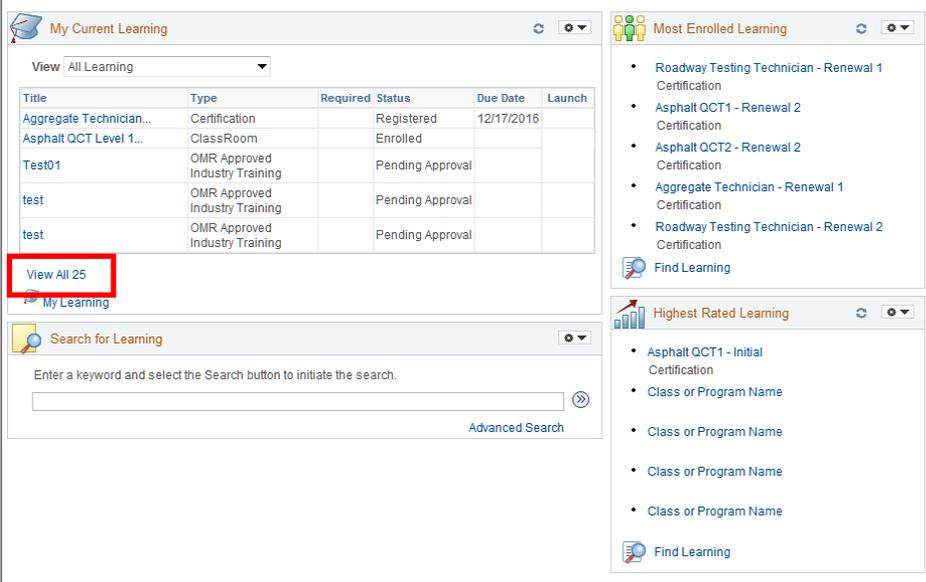
| Step | Action  | Results  |
|------|---|--|
| 9.   | Navigate to the file location in your folders.<br>Select the file from your folder.   |  |
| 10.  | Click <b>Upload</b> .   |    |
| 11.  |   | Your file is now attached to the supplemental learning you created.  |
| 12.  | Enter a <b>brief description</b> of the file you just uploaded.   |   |
| 13.  | Click the <b>Apply Button</b> if your are finished adding attachments.<br>If not <b>Click the Add Attachment</b> button and repeat the above steps. | <br><b>Note:</b> You can always change your mind and Click Cancel. At this point none of your attachments will be saved.             |
| 14.  | If you are finished click the <b>Apply button</b> .   | <br><b>Note:</b> If you change your mind and realize that you uploaded the wrong document, click the <b>Delete Attachment</b> button. |
| 15.  | Click the <b>OK button</b> .  | <br>You are returned to the Add Supplemental Learning Page.<br>The Documents button and the Save button are no longer available.      |

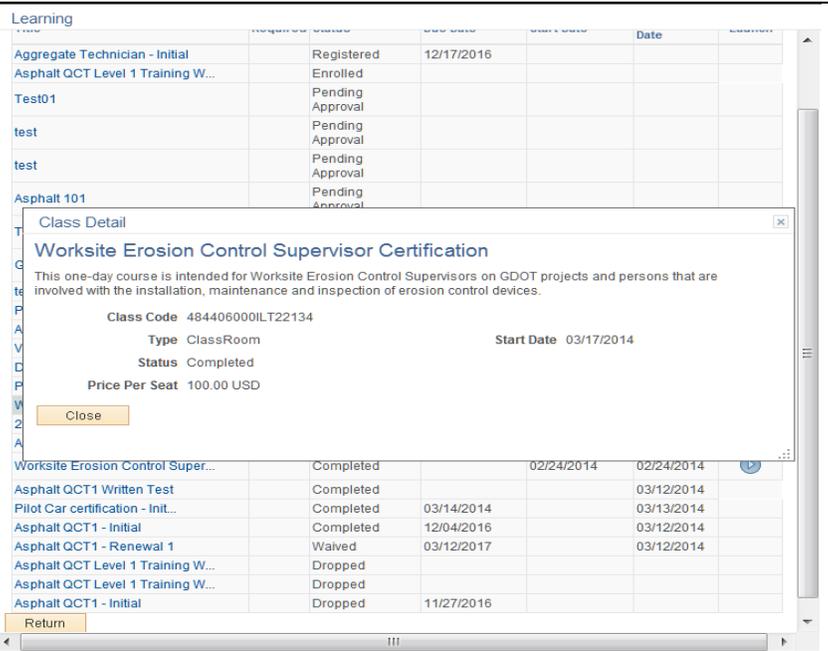
| Step | Action  | Results  |
|------|---|--|
|      |   |  <p>The screenshot shows the 'Add Supplemental Learning' interface. At the top, there are navigation links: 'Return to Previous Page' and 'Learning Home'. Below that, the user's name 'Morgan, Kristi' and 'General Attributes' are displayed, along with a 'Contact Us' link. A success message states: 'You have successfully added the supplemental learning: Asphalt 101 with Pending Approval status.' Below this is a 'Supplemental Learning Details' form with the following fields:         <ul style="list-style-type: none"> <li>*Title: Asphalt 101</li> <li>*Description: this is a class that was taken an is equievent to Beginning Asphalt.</li> <li>*Status: Submit For Approval</li> <li>Type: OMR Approved Industry Training</li> <li>*Start Date: 03/24/2014</li> <li>*End Date: 03/24/2014</li> <li>Education Units: (empty field)</li> </ul>         At the bottom of the form, there is another success message: 'You have successfully added the supplemental learning: Asphalt 101 with Pending Approval status.' Below this message, a red box highlights a 'Required Field' label and two buttons: 'Documents' and 'Save'.         </p> |
| 16.  | Click either <b>Return to Previous Page</b> or go to <b>Learning Home</b> . |  |

## 1.7 View All Learning

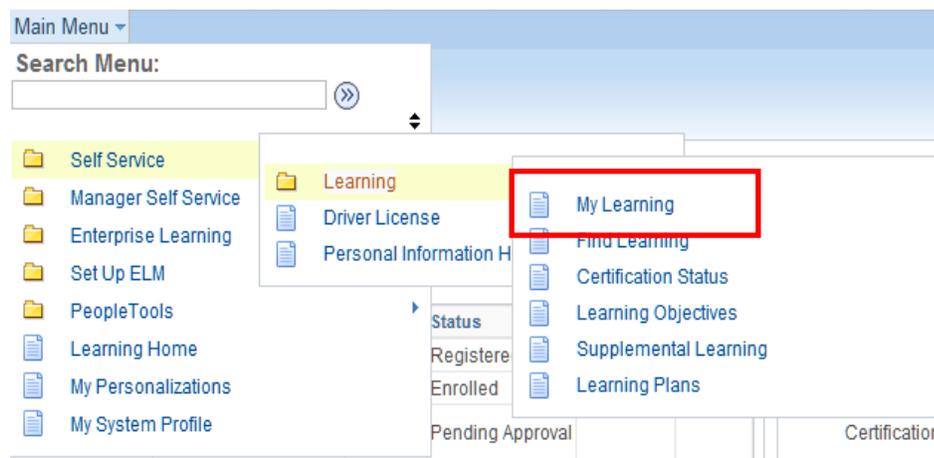
As an LMS learner you have the option to view all of your learning history using “View All Learning.” The new LMS 9.2 provides you with two ways to view all of your learning history. From **View All** Under **My Current Learning** and from the **Main Menu**. Both methods of viewing all of your learning are included in the step by step instructions.

### View All Learning step by step instructions

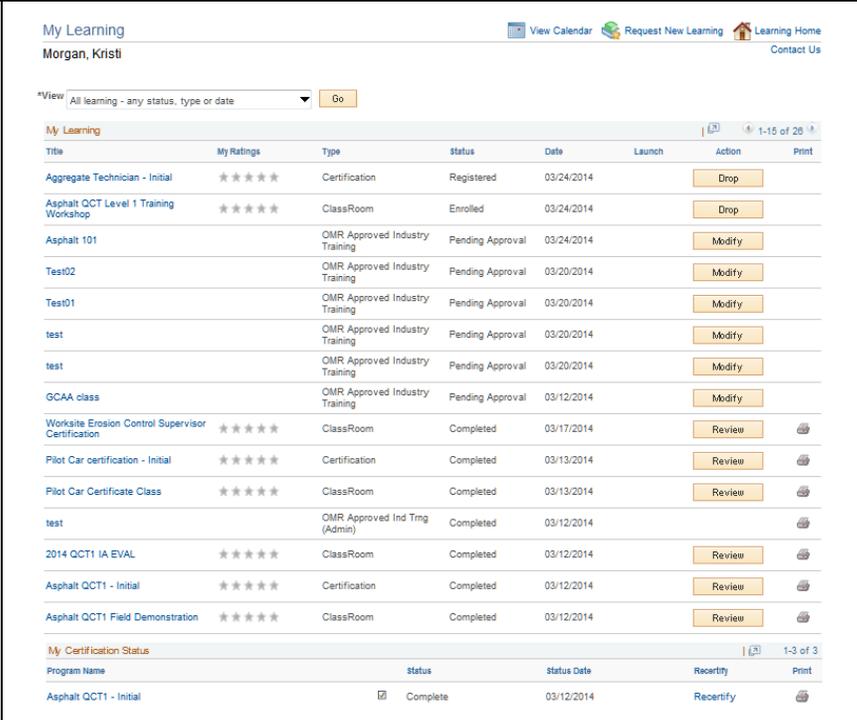
| Step  | Action  | Results/Descriptions   |
|---|---|--|
| <p><b>View All from the Landing page</b></p>  <p>The screenshot shows the LMS landing page with three main sections. The 'My Current Learning' section contains a table with columns: Title, Type, Required, Status, Due Date, and Launch. The 'View All 25' link is highlighted with a red box. The 'Most Enrolled Learning' section lists items like 'Roadway Testing Technician - Renewal 1 Certification'. The 'Highest Rated Learning' section lists items like 'Asphalt QCT1 - Initial Certification'.</p> |   |  |
| 1.  | From the <b>Landing Page</b> select <b>View All</b> | For example, <b>View All 25</b>  |
| 2.  |   | <p><b>The Learning Page is displayed.</b></p> <p>This page displays all of your Learning by; title, Status, Due date, Start Date, and Completion date.</p> |

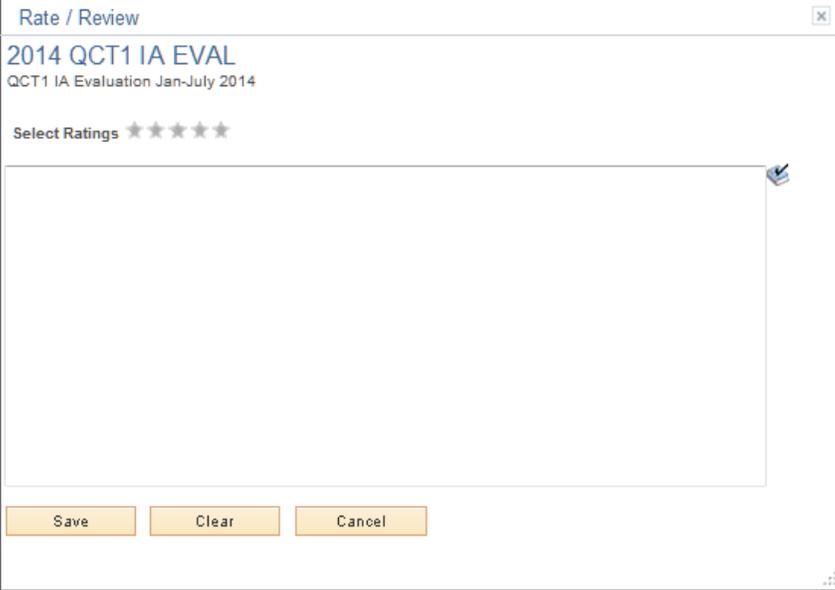
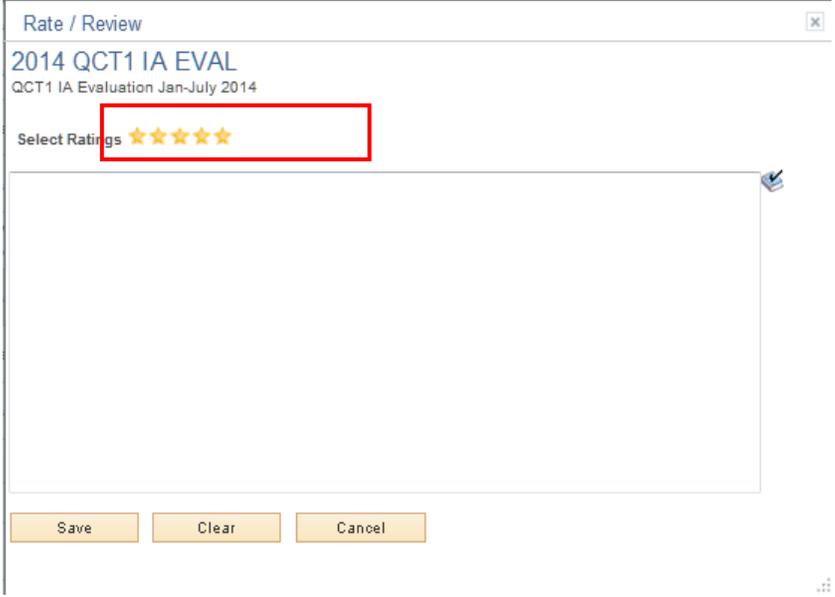
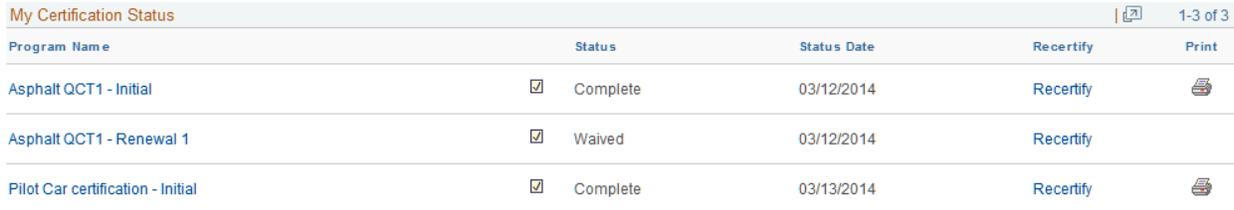
| Step | Action   | Results/Descriptions   |
|------|--|--|
| 3.   | To view Class Details click the <b>title</b> Link. |  <p>The screenshot shows a table of learning activities. A pop-up window titled 'Class Detail' is open for 'Worksite Erosion Control Supervisor Certification'. The details include:</p> <ul style="list-style-type: none"> <li><b>Class Code:</b> 484406000ILT22134</li> <li><b>Type:</b> ClassRoom</li> <li><b>Status:</b> Completed</li> <li><b>Price Per Seat:</b> 100.00 USD</li> <li><b>Start Date:</b> 03/17/2014</li> </ul> <p>The background table lists various classes with columns for title, status, and dates.</p> |

**View All from the Main Menu**



|    |   |                                |
|----|---|--------------------------------|
| 1. | From the Main Menu Select <b>Self Service</b> .       |                                |
| 2. | Select <b>Learning</b> from the sub-table of content. |                                |
| 3. | Select <b>My Learning</b> .                           | My Learning page is displayed. |

| Step  | Action  | Results/Descriptions   |                  |            |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
|---|---|--|------------------|------------|--------|--------|-------|--------|--------|-------|--------------------------------|-------|---------------|------------|------------|--|------|--|---------------------------------------|-------|-----------|----------|------------|--|------|--|-------------|--|--------------------------------|------------------|------------|--|--------|--|--------|--|--------------------------------|------------------|------------|--|--------|--|--------|--|--------------------------------|------------------|------------|--|--------|--|------|--|--------------------------------|------------------|------------|--|--------|--|------|--|--------------------------------|------------------|------------|--|--------|--|------------|--|--------------------------------|------------------|------------|--|--------|--|---|-------|-----------|-----------|------------|--|--------|--|-----------------------------------|-------|---------------|-----------|------------|--|--------|--|-----------------------------|-------|-----------|-----------|------------|--|--------|--|------|--|-------------------------------|-----------|------------|--|--|--|-------------------|-------|-----------|-----------|------------|--|--------|--|------------------------|-------|---------------|-----------|------------|--|--------|--|----------------------------------|-------|-----------|-----------|------------|--|--------|--|--------------|--------|-------------|-----------|-------|------------------------|----------|------------|-----------|--|
|   |   |  <p>My Learning<br/>Morgan, Kristi</p> <p>View Calendar Request New Learning Learning Home Contact Us</p> <p>*View All learning - any status, type or date Go</p> <table border="1"> <thead> <tr> <th>Title</th> <th>My Ratings</th> <th>Type</th> <th>Status</th> <th>Date</th> <th>Launch</th> <th>Action</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Aggregate Technician - Initial</td> <td>★★★★★</td> <td>Certification</td> <td>Registered</td> <td>03/24/2014</td> <td></td> <td>Drop</td> <td></td> </tr> <tr> <td>Asphalt OCT Level 1 Training Workshop</td> <td>★★★★★</td> <td>ClassRoom</td> <td>Enrolled</td> <td>03/24/2014</td> <td></td> <td>Drop</td> <td></td> </tr> <tr> <td>Asphalt 101</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/24/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>Test02</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/20/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>Test01</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/20/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>test</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/20/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>test</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/20/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>GCAA class</td> <td></td> <td>OMR Approved Industry Training</td> <td>Pending Approval</td> <td>03/12/2014</td> <td></td> <td>Modify</td> <td></td> </tr> <tr> <td>Worksite Erosion Control Supervisor Certification</td> <td>★★★★★</td> <td>ClassRoom</td> <td>Completed</td> <td>03/17/2014</td> <td></td> <td>Review</td> <td></td> </tr> <tr> <td>Pilot Car certification - Initial</td> <td>★★★★★</td> <td>Certification</td> <td>Completed</td> <td>03/13/2014</td> <td></td> <td>Review</td> <td></td> </tr> <tr> <td>Pilot Car Certificate Class</td> <td>★★★★★</td> <td>ClassRoom</td> <td>Completed</td> <td>03/13/2014</td> <td></td> <td>Review</td> <td></td> </tr> <tr> <td>test</td> <td></td> <td>OMR Approved Ind Trng (Admin)</td> <td>Completed</td> <td>03/12/2014</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2014 OCT1 IA EVAL</td> <td>★★★★★</td> <td>ClassRoom</td> <td>Completed</td> <td>03/12/2014</td> <td></td> <td>Review</td> <td></td> </tr> <tr> <td>Asphalt OCT1 - Initial</td> <td>★★★★★</td> <td>Certification</td> <td>Completed</td> <td>03/12/2014</td> <td></td> <td>Review</td> <td></td> </tr> <tr> <td>Asphalt OCT1 Field Demonstration</td> <td>★★★★★</td> <td>ClassRoom</td> <td>Completed</td> <td>03/12/2014</td> <td></td> <td>Review</td> <td></td> </tr> </tbody> </table> <p>My Certification Status</p> <table border="1"> <thead> <tr> <th>Program Name</th> <th>Status</th> <th>Status Date</th> <th>Recertify</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Asphalt OCT1 - Initial</td> <td>Complete</td> <td>03/12/2014</td> <td>Recertify</td> <td></td> </tr> </tbody> </table> | Title            | My Ratings | Type   | Status | Date  | Launch | Action | Print | Aggregate Technician - Initial | ★★★★★ | Certification | Registered | 03/24/2014 |  | Drop |  | Asphalt OCT Level 1 Training Workshop | ★★★★★ | ClassRoom | Enrolled | 03/24/2014 |  | Drop |  | Asphalt 101 |  | OMR Approved Industry Training | Pending Approval | 03/24/2014 |  | Modify |  | Test02 |  | OMR Approved Industry Training | Pending Approval | 03/20/2014 |  | Modify |  | Test01 |  | OMR Approved Industry Training | Pending Approval | 03/20/2014 |  | Modify |  | test |  | OMR Approved Industry Training | Pending Approval | 03/20/2014 |  | Modify |  | test |  | OMR Approved Industry Training | Pending Approval | 03/20/2014 |  | Modify |  | GCAA class |  | OMR Approved Industry Training | Pending Approval | 03/12/2014 |  | Modify |  | Worksite Erosion Control Supervisor Certification | ★★★★★ | ClassRoom | Completed | 03/17/2014 |  | Review |  | Pilot Car certification - Initial | ★★★★★ | Certification | Completed | 03/13/2014 |  | Review |  | Pilot Car Certificate Class | ★★★★★ | ClassRoom | Completed | 03/13/2014 |  | Review |  | test |  | OMR Approved Ind Trng (Admin) | Completed | 03/12/2014 |  |  |  | 2014 OCT1 IA EVAL | ★★★★★ | ClassRoom | Completed | 03/12/2014 |  | Review |  | Asphalt OCT1 - Initial | ★★★★★ | Certification | Completed | 03/12/2014 |  | Review |  | Asphalt OCT1 Field Demonstration | ★★★★★ | ClassRoom | Completed | 03/12/2014 |  | Review |  | Program Name | Status | Status Date | Recertify | Print | Asphalt OCT1 - Initial | Complete | 03/12/2014 | Recertify |  |
| Title   | My Ratings                                      | Type   | Status           | Date       | Launch | Action | Print |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Aggregate Technician - Initial                    | ★★★★★   | Certification  | Registered       | 03/24/2014 |        | Drop   |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Asphalt OCT Level 1 Training Workshop             | ★★★★★   | ClassRoom  | Enrolled         | 03/24/2014 |        | Drop   |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Asphalt 101                                       |   | OMR Approved Industry Training   | Pending Approval | 03/24/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Test02  |   | OMR Approved Industry Training   | Pending Approval | 03/20/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Test01  |   | OMR Approved Industry Training   | Pending Approval | 03/20/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| test  |   | OMR Approved Industry Training   | Pending Approval | 03/20/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| test  |   | OMR Approved Industry Training   | Pending Approval | 03/20/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| GCAA class  |   | OMR Approved Industry Training   | Pending Approval | 03/12/2014 |        | Modify |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Worksite Erosion Control Supervisor Certification | ★★★★★   | ClassRoom  | Completed        | 03/17/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Pilot Car certification - Initial                 | ★★★★★   | Certification  | Completed        | 03/13/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Pilot Car Certificate Class                       | ★★★★★   | ClassRoom  | Completed        | 03/13/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| test  |   | OMR Approved Ind Trng (Admin)  | Completed        | 03/12/2014 |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| 2014 OCT1 IA EVAL                                 | ★★★★★   | ClassRoom  | Completed        | 03/12/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Asphalt OCT1 - Initial                            | ★★★★★   | Certification  | Completed        | 03/12/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Asphalt OCT1 Field Demonstration                  | ★★★★★   | ClassRoom  | Completed        | 03/12/2014 |        | Review |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Program Name                                      | Status  | Status Date  | Recertify        | Print      |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| Asphalt OCT1 - Initial                            | Complete  | 03/12/2014   | Recertify        |            |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| 4.  |   | <p>From this view you have the ability to:</p> <ul style="list-style-type: none"> <li>● <b>Drop a class:</b> when selecting this option you will be asked, “Are you sure you want to drop this program?” You will not be dropped from any learning classes in which you have enrolled to complete this program – you will need to drop them separately.</li> <li>● <b>Modify your class:</b> You will have the ability to Add documents and save the changes.</li> <li>● <b>Review your class:</b> Let’s you rate and review the class.</li> <li>● <b>Rate Classes.</b> By 1 to 5 stars. 1 being the lowest 5 is the highest.</li> </ul>   |                  |            |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| 5.  | To Rate a class click the <b>Review button.</b> |  <p>Pilot Car Certificate Class ★★★★★ ClassRoom Completed 03/13/2014 Review</p>  |                  |            |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |
| 6.  |   | The Rate/Review dialog is displayed.   |                  |            |        |        |       |        |        |       |                                |       |               |            |            |  |      |  |                                       |       |           |          |            |  |      |  |             |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |        |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |      |  |                                |                  |            |  |        |  |            |  |                                |                  |            |  |        |  |   |       |           |           |            |  |        |  |                                   |       |               |           |            |  |        |  |                             |       |           |           |            |  |        |  |      |  |                               |           |            |  |  |  |                   |       |           |           |            |  |        |  |                        |       |               |           |            |  |        |  |                                  |       |           |           |            |  |        |  |              |        |             |           |       |                        |          |            |           |  |

| Step   | Action  | Results/Descriptions  |              |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
|--|---|---|--------------|--------|-------------|-----------|-------|------------------------|--|------------|-----------|--|--------------------------|--|------------|-----------|--|-----------------------------------|--|------------|-----------|--|
|  |   |   |              |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| 7.   | Select <b>Ratings</b> by clicking on each of the <b>star(s)</b> . |    |              |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| <p><b>From My Certification Status</b></p>  <table border="1"> <thead> <tr> <th>Program Name</th> <th>Status</th> <th>Status Date</th> <th>Recertify</th> <th>Print</th> </tr> </thead> <tbody> <tr> <td>Asphalt QCT1 - Initial</td> <td><input checked="" type="checkbox"/> Complete</td> <td>03/12/2014</td> <td>Recertify</td> <td></td> </tr> <tr> <td>Asphalt QCT1 - Renewal 1</td> <td><input checked="" type="checkbox"/> Waived</td> <td>03/12/2014</td> <td>Recertify</td> <td></td> </tr> <tr> <td>Pilot Car certification - Initial</td> <td><input checked="" type="checkbox"/> Complete</td> <td>03/13/2014</td> <td>Recertify</td> <td></td> </tr> </tbody> </table> |   |   | Program Name | Status | Status Date | Recertify | Print | Asphalt QCT1 - Initial | <input checked="" type="checkbox"/> Complete | 03/12/2014 | Recertify |  | Asphalt QCT1 - Renewal 1 | <input checked="" type="checkbox"/> Waived | 03/12/2014 | Recertify |  | Pilot Car certification - Initial | <input checked="" type="checkbox"/> Complete | 03/13/2014 | Recertify |  |
| Program Name   | Status  | Status Date   | Recertify    | Print  |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| Asphalt QCT1 - Initial   | <input checked="" type="checkbox"/> Complete                      | 03/12/2014  | Recertify    |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| Asphalt QCT1 - Renewal 1   | <input checked="" type="checkbox"/> Waived                        | 03/12/2014  | Recertify    |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| Pilot Car certification - Initial  | <input checked="" type="checkbox"/> Complete                      | 03/13/2014  | Recertify    |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |
| 8.   | Select the <b>Rectify</b> link.                                   | Rectify lets you Register for the program (again). (For example, you need a higher passing score, or you had to drop the class at the last minute, you can re-register for the class from Rectify.) |              |        |             |           |       |                        |  |            |           |  |                          |  |            |           |  |                                   |  |            |           |  |

| Step             | Action   | Results/Descriptions  |                  |  |      |      |                  |                          |
|------------------|--|---|------------------|--|------|------|------------------|--------------------------|
| 9.               |  | <p>You also have the ability to view your Status. (For example you Waived a class and now you need to Rectify (register) to take the class.</p>  <p>Available Recertifications <a href="#">Return to Previous Page</a> <a href="#">Learning Home</a></p> <p>Morgan, Kristi</p> <table border="1"> <thead> <tr> <th colspan="2">Recertifications</th> </tr> <tr> <th>Code</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>4840MRAQC1RENEW2</td> <td>Asphalt OCT1 - Renewal 2</td> </tr> </tbody> </table> <p>Register</p> | Recertifications |  | Code | Name | 4840MRAQC1RENEW2 | Asphalt OCT1 - Renewal 2 |
| Recertifications |  |   |                  |  |      |      |                  |                          |
| Code             | Name   |   |                  |  |      |      |                  |                          |
| 4840MRAQC1RENEW2 | Asphalt OCT1 - Renewal 2   |   |                  |  |      |      |                  |                          |
| 10.              | To Register for the class <b>Click the Register</b> button.  |    |                  |  |      |      |                  |                          |
| 11.              | <b>Return to the Previous Page</b> to continue with Recertification <b>or</b> Click the <b>Learning Home</b> link. |   |                  |  |      |      |                  |                          |

## 1.8 User ID and Password

General Profile Information may get lost or misplaced. LMS from “General Profile” will let you change your password but not your email address. (The email address is your user id. Please keep both your password and User ID in a safe place. )

The screenshot shows the 'General Profile Information' page. At the top, the user's name 'Morgan, Kristi' is displayed. Below it, the 'Password' section is highlighted with a red box and contains a password input field, a 'Change password' link, and a 'Change or set up forgotten password help' link. The 'Personalizations' section includes options for preferred language (English) and currency code (USD). The 'Alternate User' section allows selecting an alternate user and setting a date range. The 'Workflow Attributes' section has checkboxes for 'Email User' and 'Worklist User'. The 'Email' section shows a table with columns for Primary Email Account, Email Type, and Email Address, with one entry for 'Business' at 'elmsdev@tgdot.dot.ga.gov'. The 'IM Information' section has a table for XMPP accounts with columns for Protocol, XMPP Domain, UserID, and Password. A 'Save' button is at the bottom.

The General Information page is divided into seven sections. Password, Personalization’s, Alternate User, workflow Attributes, Email and IM Information.

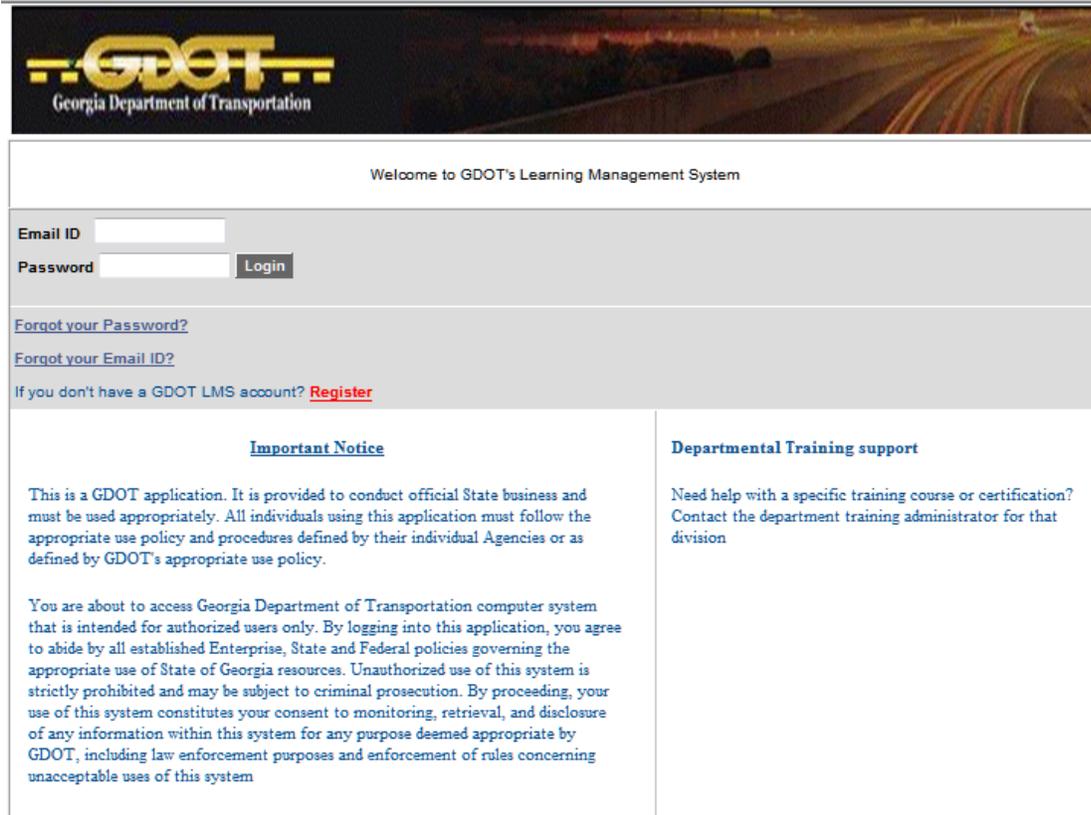
### General Information step by step instructions

| Step | Action  | Results |
|------|---|---------|
| 1    | <p>Password</p> <p> <input type="password"/> </p> <p> <input type="button" value="Change password"/> </p> <p> <a href="#">Change or set up forgotten password help</a> </p> |         |

| Step | Action                               | Results  |
|------|--------------------------------------|--|
| 1.   | Select <b>Change password</b> .      | <p><b>Change password</b></p> <p>Current Password: <input type="text"/></p> <p>New Password: <input type="text"/></p> <p>Confirm Password: <input type="text"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> |
| 2.   | Enter your <b>Current Password</b> . |  |
| 3.   | Enter your <b>New Password</b> .     | <p>This is a number made up of:</p> <ul style="list-style-type: none"> <li>• At least 1 upper case.</li> <li>• One number 2</li> </ul> <p>One special symbol. !, #, etc...</p>   |
| 4.   | <b>Confirm your password</b> .       | Both the new password and Confirmation password should match.  |
| 5.   | Click <b>OK</b>                      |  |

## 1.9 Forgot your password or Email ID?

From the LMS Welcome page are two links. Forgot Your Password and Forgot your Email ID. Click the link that you need help with.



Welcome to GDOT's Learning Management System

Email ID

Password

[Forgot your Password?](#)

[Forgot your Email ID?](#)

If you don't have a GDOT LMS account? [Register](#)

**Important Notice**

This is a GDOT application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by GDOT's appropriate use policy.

You are about to access Georgia Department of Transportation computer system that is intended for authorized users only. By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources. Unauthorized use of this system is strictly prohibited and may be subject to criminal prosecution. By proceeding, your use of this system constitutes your consent to monitoring, retrieval, and disclosure of any information within this system for any purpose deemed appropriate by GDOT, including law enforcement purposes and enforcement of rules concerning unacceptable uses of this system

**Departmental Training support**

Need help with a specific training course or certification?  
Contact the department training administrator for that division

**Forgot Your Password?** By the way, you have 5 attempts to try and enter your password after the sixth attempt you will receive an error message that you will need to have your password sent to you.

1. Click the Forgot your Password? Link.
  - a. Forgot My password page is displayed.

## LMS 9.2 User Guide

### Forgot My Password

If you have forgotten your password, or your password has expired, answer security questions and you can reset password.

Enter your Email ID below. This will be used to find your profile, in order to authenticate you.

Email ID:

Continue

 Refresh

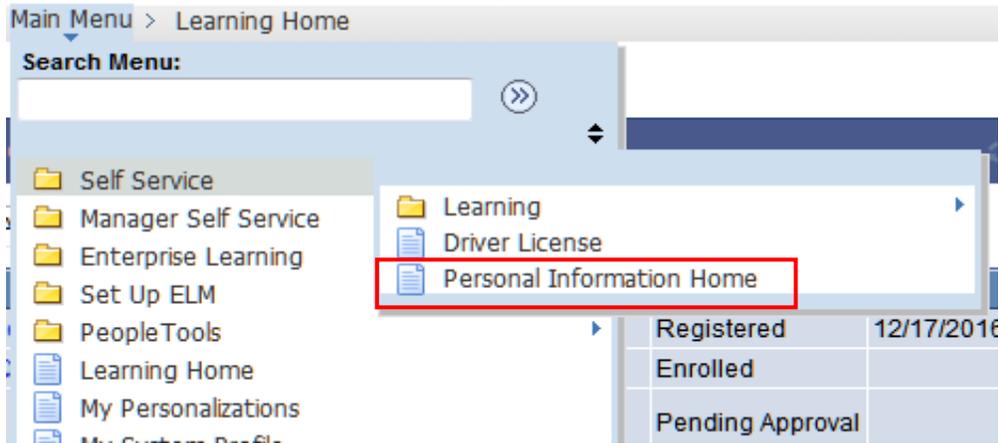
2. Enter your Email ID in the text field.
3. Click the Continue button.
  - a. Your Password will be emailed to you.

### Forgot your Email ID?

1. **Please place your email id somewhere safe.** This is the only reference you and GDOT will have to update your password. However if you do forget your email address contact the [Solutions Center](#).

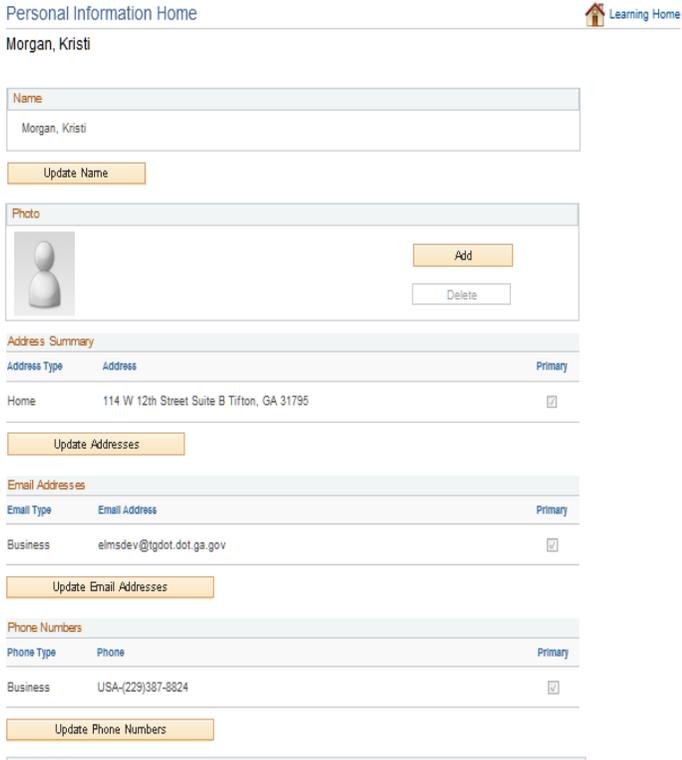
### 1.10 Update Profile Information

Use the Personal Information page to review and update your personal profile information. External learners can update their personal profile information through self-service pages.



#### Personal Information step by step instructions

| Step | Action   | Results  |
|------|--|--|
| 1.   | From the Main Menu select <b>Self Service</b> .              |  |
| 2.   | Select <b>Personal Information</b> from the <b>Submenu</b> . | The Personal Information Home page is displayed. |

| Step | Action  | Results   |
|------|---|---|
|      |   |    |
| 3.   |   | <p>From this page you can update:</p> <ul style="list-style-type: none"> <li>● Name: Last name first, then first name (for example, Morgan, Kristi)</li> <li>● Add a Photo:</li> <li>● Address: Home or business mailing address.</li> <li>● Email Address: Company Email address.</li> <li>● Phone numbers</li> <li>● Learner Preferences: for example, how you want your Catalog Search listed, either Advanced Search or Basic Search, number of items displayed per search.             <ul style="list-style-type: none"> <li>○ Certificate Access: choose to Show All Certificates or only those that match your learning preference (for example, Pilot Car)</li> <li>○ Classification Type: for example, Contractor.</li> </ul> </li> <li>● Driver License information</li> </ul> |
| 4.   | Once you have made all of your updates, Click <b>Save</b> . |   |
| 5.   | Click <b>Learning Home</b> to return to the Home page.      |    |