

Learning Management System

External Registration and Login Guide



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When using the Learning Management System (LMS), it is best viewed using Internet Explorer.

1 New User Registration

Navigate to the LMS external site at <https://learning.dot.ga.gov>

The Welcome to GDOT's Learning Management System page is displayed.

Existing LMS User

Do you have a valid Verification Code? i

YES
NO

New to LMS ?

Create your LMS Account

1. To create a new LMS account, click on the **Create your LMS Account** button.
2. **Enter a valid email address**, your business email address is preferred.

Check for Existing Account

Please provide a valid email address as your account. Your business email address is preferred. Entry will be validated to ensure email address is not already in use.

*Email ID

(Maximum length allowed is 70 characters)

3. Click, **Accept Terms and Conditions** checkbox and click on the **Continue Registration** button.

The following privacy statement addresses the collection, use, disclosure, and security of information that may be obtained through the use of web sites maintained by the Georgia Department of Transportation.

Click here to see the complete | [Privacy Notice](#). Check the box below to agree to the GDOT Privacy Notice.

Accept Terms and Conditions

Continue Registration

4. A New Page is displayed, please fill in the indicated details.

- First Name
- Last name
- Phone Type
- Check box to Send Verification code via mobile text
- Company: Look up
- Class Type: Look up
- Driver State, Driver license #, Date of Birth
- Country
- Address, City, State, Postal

It is important the First Name, Last Name, and Date of Birth match your Driver’s License exactly.

Click the **Create Account** Button

5. The following Message displays, click **OK**.

Message

REGISTRATION INSTRUCTIONS: You will receive an email shortly to complete your registration. (20200,33)

PLEASE FOLLOW THE STEPS BELOW TO COMPLETE YOUR REGISTRATION:

STEP 1. If you do not find the email in your inbox, please check your spam or junk mail folders. If you do find the email in these folders, mark the email as safe or not spam, to ensure that you receive any future emails from GDOT LMS to your inbox.

STEP 2. Click on the URL provided in the email.

STEP 3. A new browser window or tab should open. If the link does not work, copy the URL in the email and paste it in a browser.

STEP 4. If the registration is not completed within 24 hours after receiving the email, then you will have to re-do the registration process all over again.

OK

6. **Please check your email for further instructions on how to complete the registration, now close your browser**

7. From your **email, open and click the custom registration link.**

Please verify the above details entered for registration.

Your registration is not complete! To complete the registration, please click the following URL http://learning-trn.dot.ga.gov/psp/elms/EMPLOYEE/ELM/c/MAINTAIN_SECURITY.GX_EXT_VRF_CMP.GBL?email=agradebrenda@gmail.com&code=PAGO

8. Once you click on the link, a new browser window opens

Please click on the below button to complete registration.

Complete Registration

9. Click on the **Complete Registration** button to show the below message.

Registration

✓ **Registration successful!**

Congratulations! Your registration with GDOT LMS System is now complete. For your security protection, a system generated email will be sent to confirm this registration. Your account will be activated within 30 minutes. Please signin after 30 minutes.

Thanks for registering!

Please close this browser and check your email for further instructions.

You can now close the browser.

10. **You have successfully registered in the GDOT Learning Management System.** For instructions on logging into LMS, please see the next section - 2. Verification Code and User Login.

2 Verification Code and User Login

For all users, new and existing, LMS access management is granted through a Verification Code. This Verification code can only be used one time and expires within 60 minutes of being issued.

To login to LMS, navigate to the LMS external site link:

<https://learning.dot.ga.gov>

1. The LMS login page opens in your Browser

The screenshot shows a web page titled "Existing LMS User". Below the title, it asks "Do you have a valid Verification Code?" with an information icon. There are two buttons: a green "YES" button and a blue "NO" button. Below these buttons, it asks "New to LMS ?" and features a blue button labeled "Create your LMS Account".

2. Click on **NO** button as you do not have a Verification Code.
3. **Enter** your registered **email address** and click on **Send Verification Code** button.

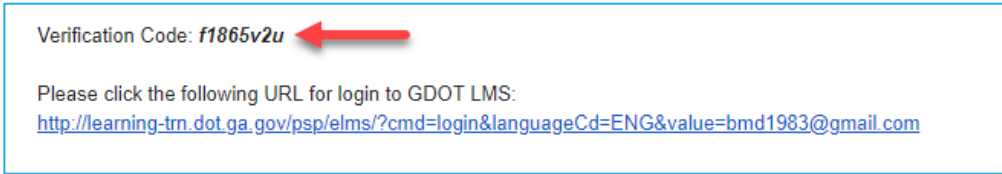
The screenshot shows a form titled "Send Verification Code". It includes a note: "* Indicates required field". Below this, it says "Please enter the email address you registered with LMS and click on 'Send Verification Code'". There is a text input field labeled "*Email ID:". At the bottom of the form is a button labeled "Send Verification Code".

4. The below message is displayed in the browser and an email is sent to your email ID.

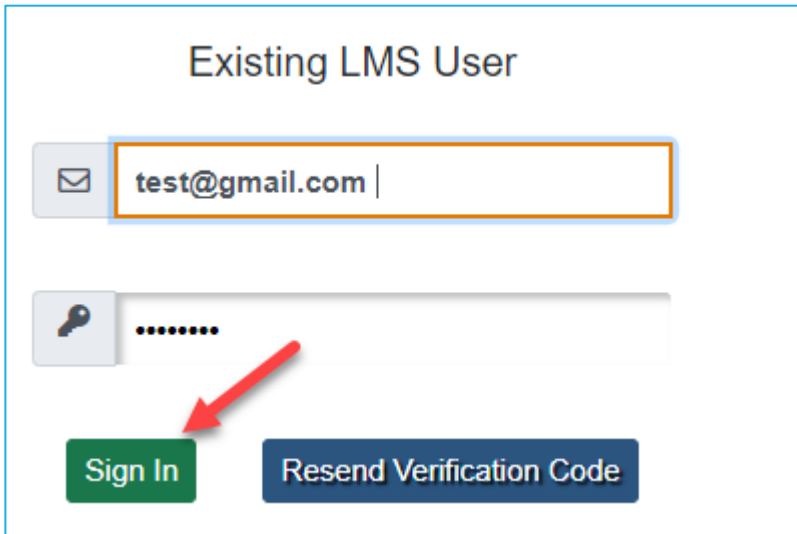
A Verification Code has been sent to your email address. This code is for one time use, and if it is not used then it will expire within 60 minutes.
Please close this browser and check your email for instructions.

5. Now Close the browser and go to your email.

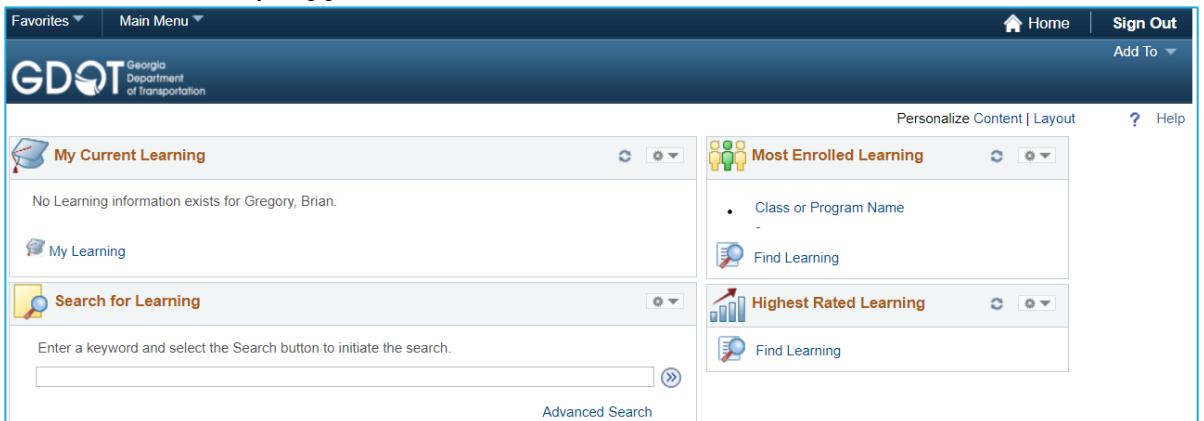
6. Check the Verification code from email and click on the link.



7. When clicking the link in the email, the LMS login page opens with your email ID automatically populated. Copy and paste the Verification Code from your email into the Verification Code field. Click on the **Sign In** Button.



8. You have successfully logged into LMS.



3 **GDOT Solution Center**

Questions & Comments

Should you have any questions or concerns, please contact the following:

GDOT Solution Center Email: SolutionsCenter@dot.ga.gov

GDOT Solution Center Phone: 404-631-1220