



LMS 9.2

Enrollment User Guide and Troubleshooting

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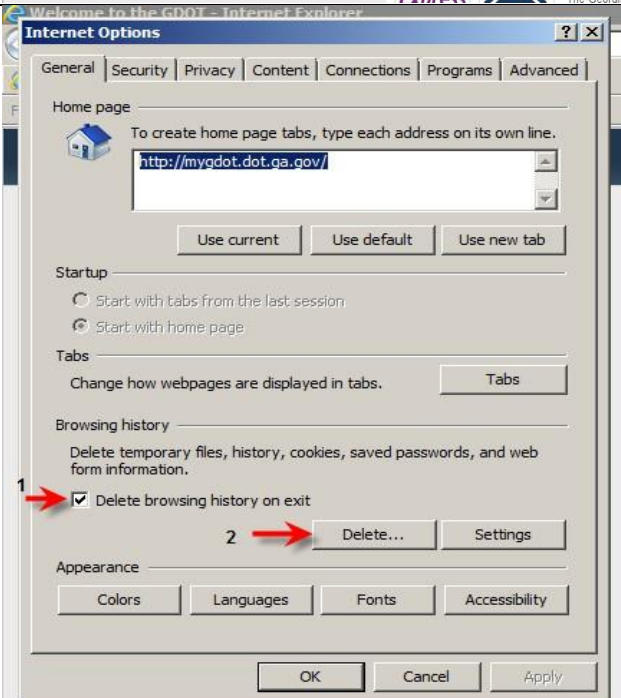
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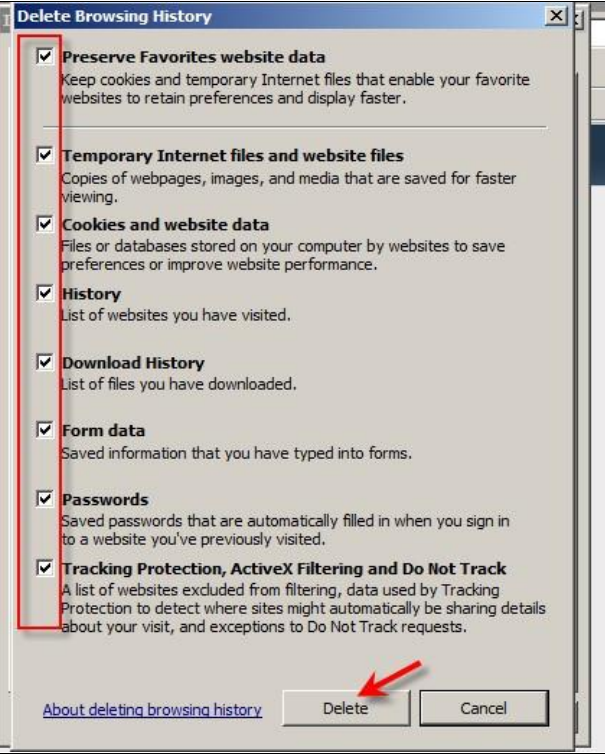

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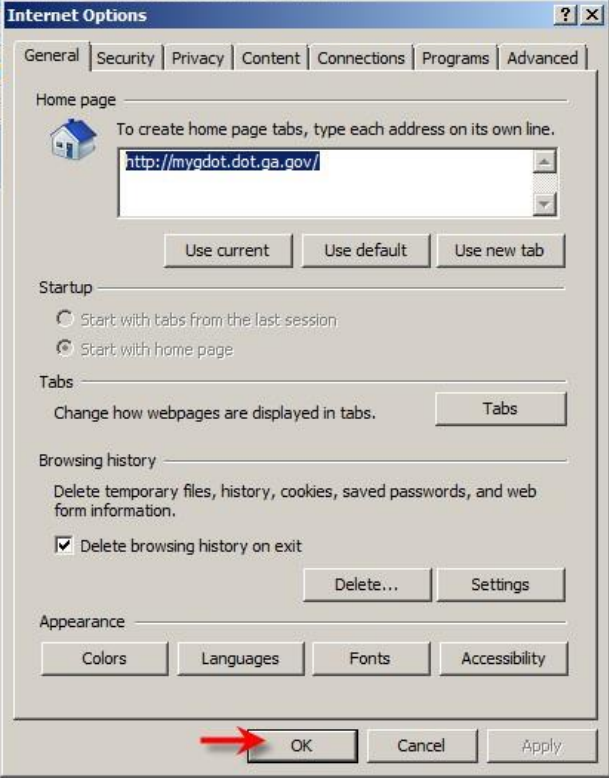
External Users

1.1. How to clear your browser cache

How to clear browser cache step by step instructions

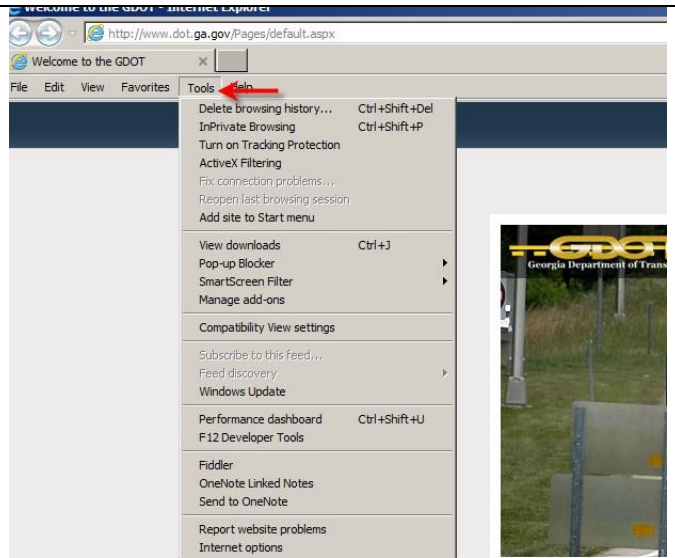
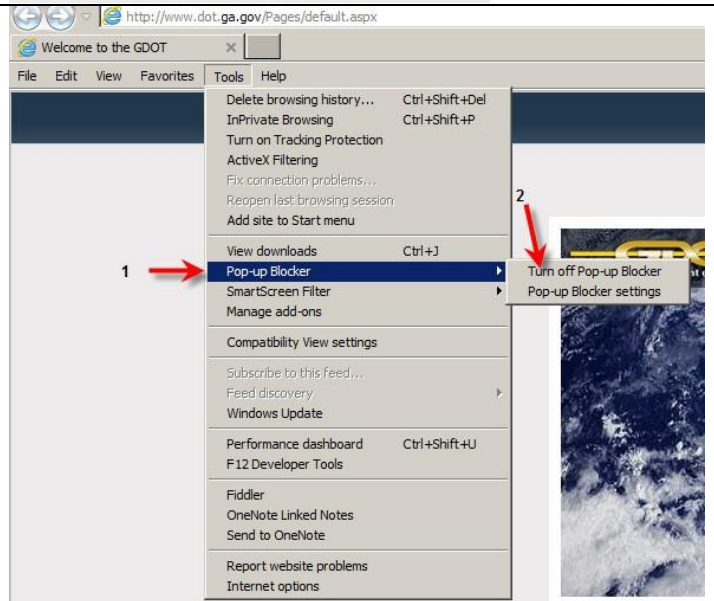
Step	Action	Results
1.	Open your Internet Explorer browser.	
2.	Click on the Tools tab. Then, click on Internet Options.	 <p>A screenshot of the Internet Explorer browser window showing the 'Tools' menu open. A red arrow labeled '1' points to the 'Tools' menu, and another red arrow labeled '2' points to the 'Internet options' item at the bottom of the menu. The background shows the GDOT website.</p>
3.	Make sure that the 'Delete browsing history on exit' box is checked. Then, click on the 'Delete' button.	 <p>A screenshot of the 'Internet Options' dialog box. A red arrow labeled '1' points to the 'Delete browsing history on exit' checkbox, which is checked. Another red arrow labeled '2' points to the 'Delete...' button. The 'Browsing history' section is expanded, showing options to delete temporary files, history, cookies, saved passwords, and web form information.</p>

Step	Action	Results
4.	Make sure that all the checkboxes have been selected. Click on the 'Delete' button.	 <p>Delete Browsing History</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster. <input checked="" type="checkbox"/> Temporary Internet files and website files Copies of webpages, images, and media that are saved for faster viewing. <input checked="" type="checkbox"/> Cookies and website data Files or databases stored on your computer by websites to save preferences or improve website performance. <input checked="" type="checkbox"/> History List of websites you have visited. <input checked="" type="checkbox"/> Download History List of files you have downloaded. <input checked="" type="checkbox"/> Form data Saved information that you have typed into forms. <input checked="" type="checkbox"/> Passwords Saved passwords that are automatically filled in when you sign in to a website you've previously visited. <input checked="" type="checkbox"/> Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests. <p>About deleting browsing history Delete Cancel</p>
5.	Click on the 'Apply' button.	 <p>Internet Options</p> <p>General Security Privacy Content Connections Programs Advanced</p> <p>Home page To create home page tabs, type each address on its own line. http://mygdot.dot.ga.gov/ Use current Use default Use new tab</p> <p>Startup <input type="radio"/> Start with tabs from the last session <input checked="" type="radio"/> Start with home page </p> <p>Tabs Change how webpages are displayed in tabs. Tabs</p> <p>Browsing history Delete temporary files, history, cookies, saved passwords, and web form information. <input checked="" type="checkbox"/> Delete browsing history on exit Delete... Settings </p> <p>Appearance Colors Languages Fonts Accessibility </p> <p>OK Cancel Apply</p>

Step	Action	Results
6.	Click on the 'OK' button.	 <p data-bbox="841 1066 1544 1100">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. The 'Tools' menu is open, and a red arrow points to the 'Tools' tab in the menu bar. The menu items include: 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'. Then, click on 'Turn off Pop-up Blocker'	 <p>A screenshot of the Internet Explorer browser window showing the 'Tools' menu. The 'Tools' menu is open, and a red arrow labeled '1' points to the 'Pop-up Blocker' option. A sub-menu is visible, 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.</p> <p>You have disabled the pop-up blocker.</p>

1.3 How to Register for a Program

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

My Current Learning

View All Learning

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		

[View All 57](#)

[My Learning](#)

Search for Learning



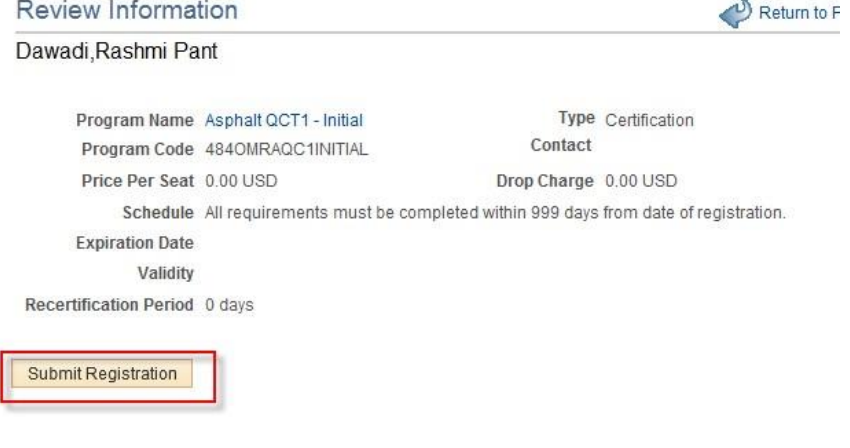
Enter a keyword and select the Search button to initiate the search.




[Advanced Search](#)

Search by keyword

Search Results [View All](#) [First](#) [1 - 15 of 103](#) [Last](#)

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

2.	Scroll the Search Results for the Certification Program.	 <p>▼ Asphalt QCT1 - Initial (484OMRAQC1INITIAL)</p> <p>★ ★ ★ ★ ★ (2) View Reviews Certification Register</p> <p>Asphalt QCT Level 1 - Initial View Details</p> <p>This program has a duration of 999 days at a price of 0.00 USD.</p> <p>▼ Asphalt QCT1 - Renewal 1 (484OMRAQC1RENEW1)</p> <p>★ ★ ★ ★ ★ (0) Certification Register</p>
3.	Click on the Register button. Note: If the user is new to the Certification Program, then select the Program with Initial. (Example: Asphalt QCT1 – Initial)	 <p>▼ Asphalt QCT1 - Initial (484OMRAQC1INITIAL)</p> <p>★ ★ ★ ★ ★ (2) View Reviews Certification Register</p> <p>Asphalt QCT Level 1 - Initial View Details</p> <p>This program has a duration of 999 days at a price of 0.00 USD.</p> <p>▼ Asphalt QCT1 - Renewal 1 (484OMRAQC1RENEW1)</p> <p>★ ★ ★ ★ ★ (0) Certification Register</p> <p>Asphalt QCT1 - Renewal 1 View Details</p> <p>Review Information page is displayed.</p>
4.	Click the Submit Register button.	 <p>Review Information Return to F</p> <p>Dawadi,Rashmi Pant</p> <p>Program Name Asphalt QCT1 - Initial Type Certification</p> <p>Program Code 484OMRAQC1INITIAL Contact</p> <p>Price Per Seat 0.00 USD Drop Charge 0.00 USD</p> <p>Schedule All requirements must be completed within 999 days from date of registration.</p> <p>Expiration Date</p> <p>Validity</p> <p>Recertification Period 0 days</p> <p>Submit Registration</p>

5.	Click the Submit Registration button.	<p>Review Information  Return to Previous Page  Learning Home</p> <p>Dawadi,Rashmi Pant</p> <p>Program Name ACI Concrete Technician Certification - Initial Type Certification Program Code 4840MRACICTECH Contact</p> <p>Price Per Seat 0.00 USD Drop Charge 0.00 USD</p> <p>Schedule All requirements must be completed within 999 days from date of registration. Validity This certificate will be valid for 1095 days from date of completion. Recertification Period 0 days</p> <p>Submit Registration</p>
6.		<p>Registration Confirmation page displays.</p> <p>Registration Confirmation  Return to Pr</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 Program Code 4840MRAQC1INITIAL Contact</p> <p>Price Per Seat 0.00 USD Drop Charge 0.00 USD</p> <p>Schedule All requirements must be completed within 999 days from date of registration. Expiration Date Validity Recertification Period 0 days</p>
7.	Click the Home link.	

1.4 Enroll for Classes

As an external User you can enroll for classes.

My Current Learning

View

Title	Type	Required	Status	Due Date	Launch
Writing for Transpor...	Web-Based Training		In-Progress		
ACI Concrete Technic...	Certification		Registered	01/18/2017	
Asphalt QCT1 - Initi...	Certification		Registered	01/18/2017	
ELMS 9.2	Internal Learning		Pending Approval		
ArcGIS III	ClassRoom		Pending Approval		

[View All 58](#)

[My Learning](#)

Search for Learning

Enter a keyword and select the Search button to initiate the search.


[Advanced Search](#)

Summary Cards:

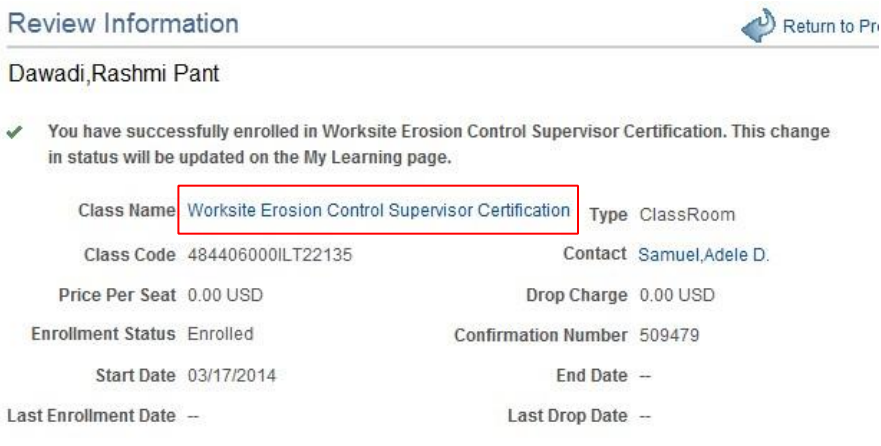
- Most f
- Highest
- Pending

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.	<div>The Find Learning page is displayed with all the classes and certification programs (if any) that have the entered keyword in them.</div> <div><div><div><div><div><div></div><div>Expand</div></div><div><div></div><div>Collapse</div></div></div></div></div><div><div>Worksite Erosion Control Supervisor Certification (484406000)</div><div><div><div><div></div><div>★★★★★</div><div>(3) View Reviews</div></div><div>Plan for Later</div></div></div><div><div>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. View Details</div><table><thead><tr><th>Class Code</th><th>Type</th><th>Duration</th><th>Start Date</th><th>Location</th><th>Price</th><th></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></div></div></div>	Class Code	Type	Duration	Start Date	Location	Price		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
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484406000ILT22137	ClassRoom		04/30/2014			Enroll																																						
2.	Click the Enroll button for the class.	<div><div>484406000ILT22135</div><div>ClassRoom</div><div>03/17/2014</div><div>Chamblee, GA</div><div>Enroll</div></div>																																										
3.	From Review Information, click Submit Enrollment .	<div><div><div>Review Information</div><div><div></div><div>Retur</div></div></div><div><div>Dawadi,Rashmi Pant</div><div><div><div><div>Class Name</div><div>Worksite Erosion Control Supervisor Certification</div><div>Type</div><div>ClassRoom</div></div><div><div>Class Code</div><div>484406000ILT22135</div><div>Contact</div><div>Samuel,Adele D.</div></div><div><div>Price Per Seat</div><div>0.00 USD</div><div>Drop Charge</div><div>0.00 USD</div></div><div><div>Start Date</div><div>03/17/2014</div><div>End Date</div><div>--</div></div><div><div>Last Enrollment Date</div><div>--</div><div>Last Drop Date</div><div>--</div></div><div><div>Available Seats</div><div>11</div><div>Available Waitlist</div><div>0</div></div><div><div>Language</div><div>English</div></div></div><div>Submit Enrollment</div></div></div></div>																																										

4.		<p>Enrollment confirmation page is displayed.</p> 
5.	Click the Home link.	

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



The **Class Details** page is displayed.

Class Details

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 your Learning Plan by selecting the Add to Plan button.

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

Overview

Objectives Met

Schedule

Prerequisites

Notes and Attachments

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

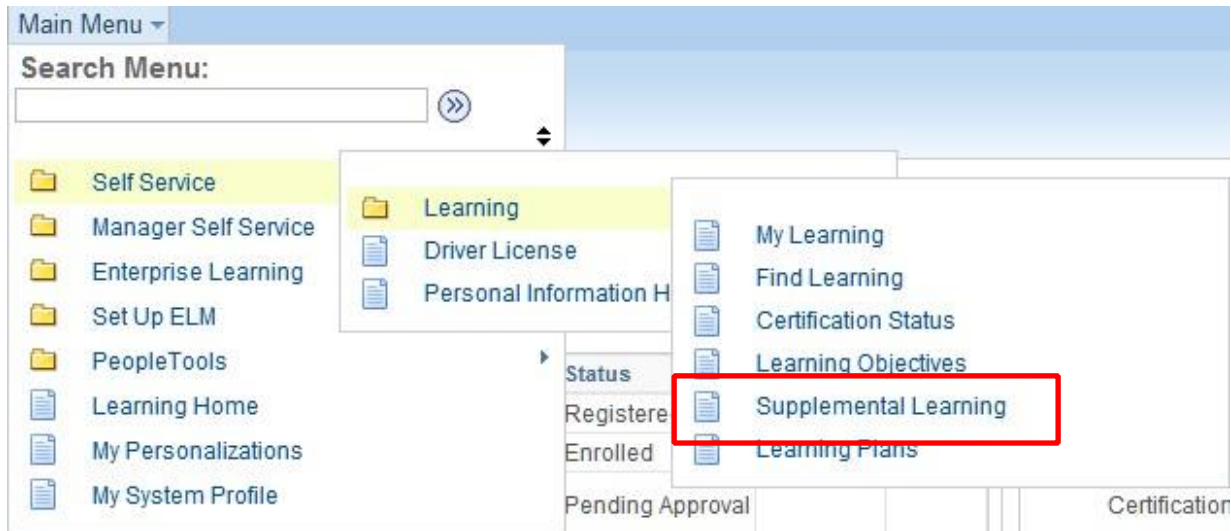
Prerequisites

Notes and Attachments

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)

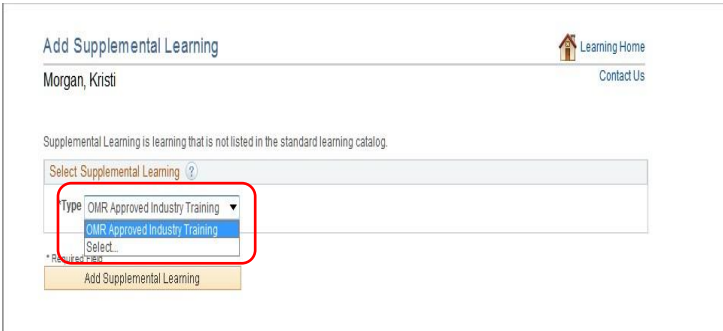
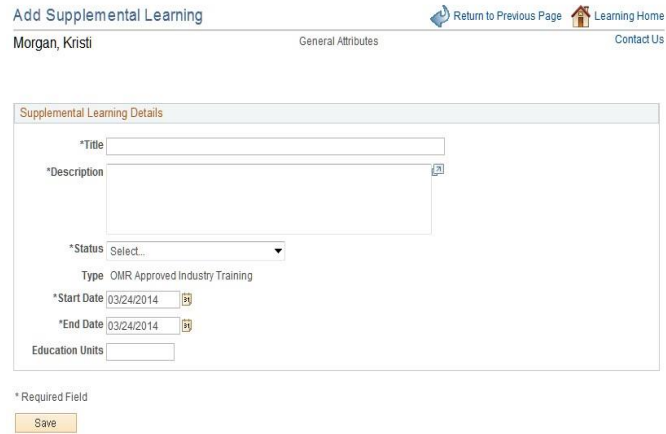
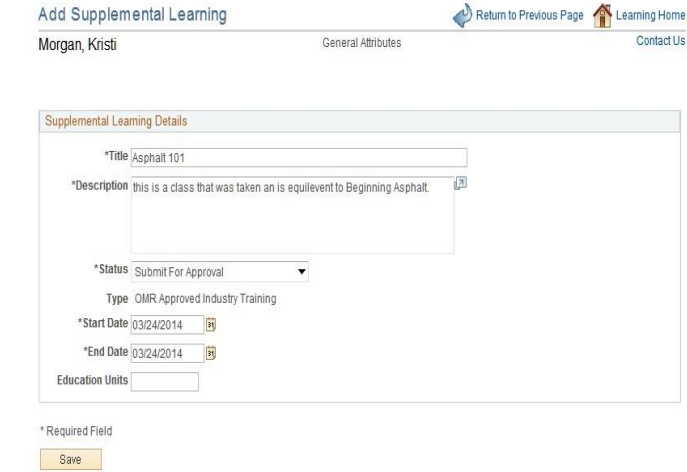
1.5 Add Supplemental Learning

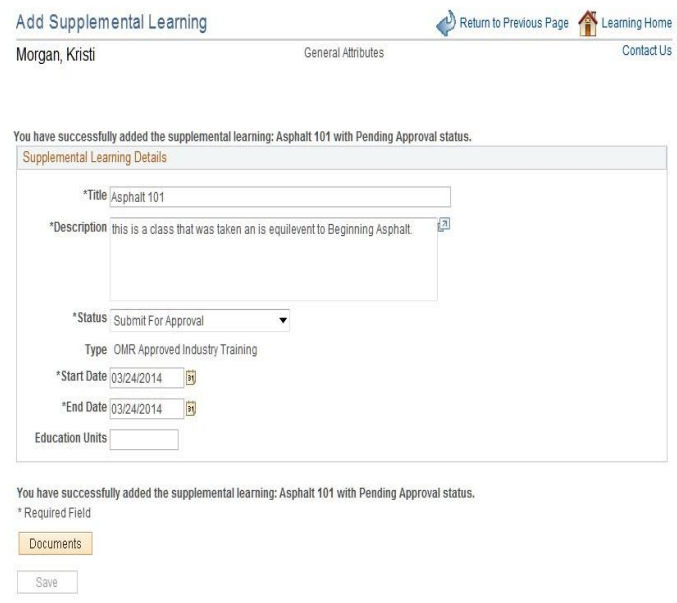

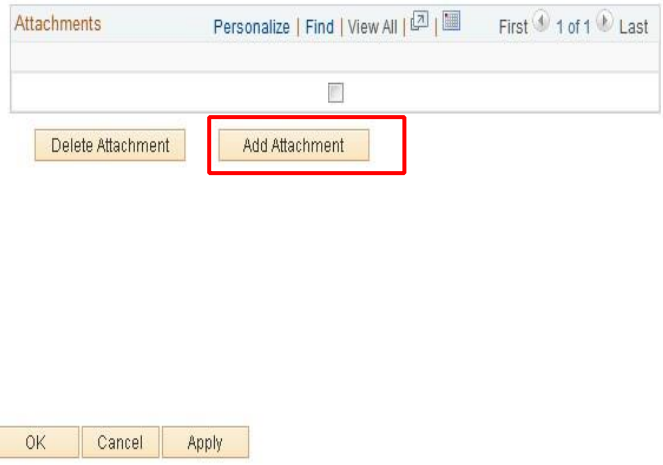
Learners might complete learning opportunities beyond the cataloged classes and programs, for which you need to, keep a record. For example, they might attend, have equivalent external work experience, or acquire some form of on-the-job training. For these types of equivalent training you will use Supplemental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



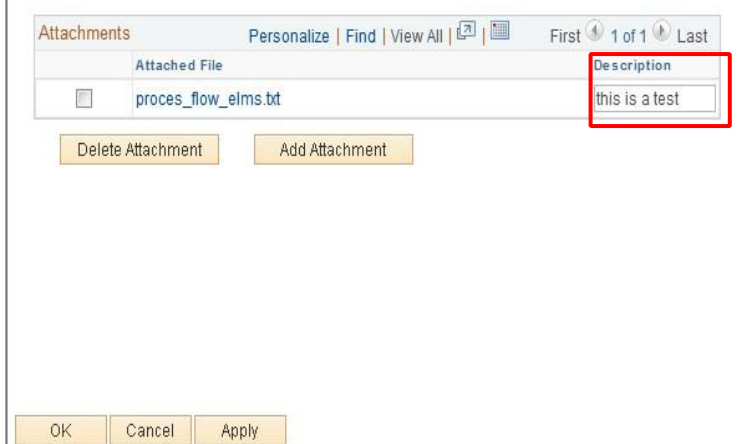





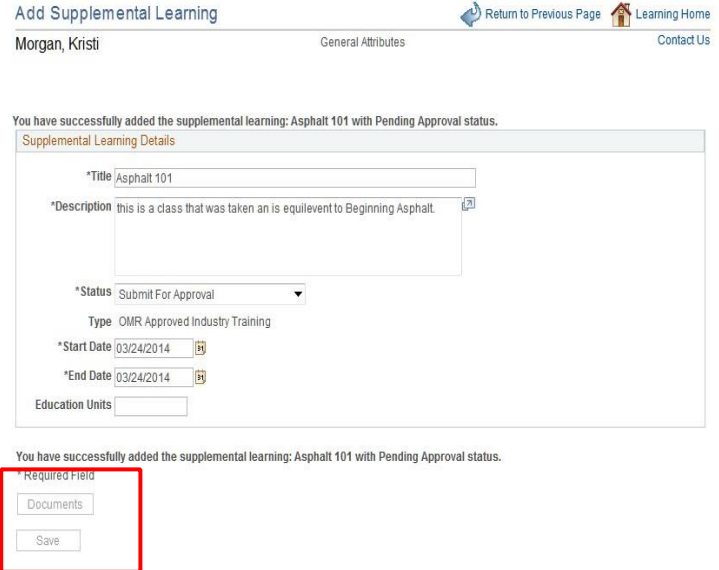
Add Supplemental Learning Step by step instructions

Step	Action	Results
1.	From the Main Menu select Self Service , Learning , and then Supplemental Learning .	<p>The Add Supplemental Learning page is displayed.</p> <p>The screenshot shows the 'Add Supplemental Learning' page. At the top, there is a header with 'Add Supplemental Learning' and a 'Learning Home' link. Below this, the user's name 'Morgan, Kristi' is displayed. A message states: 'Supplemental Learning is learning that is not listed in the standard learning catalog.' There is a search bar labeled 'Select Supplemental Learning' with a question mark icon. Below the search bar is a dropdown menu labeled '*Type' with 'Select...' as the current selection. At the bottom, there is a note '* Required Field' and an orange button labeled 'Add Supplemental Learning'.</p>

2.	<p>From the *Type drop-down select the type of Supplemental learning</p>	<p>Based on your user login only those supplemental learning type that match your login ID will be displayed.</p> 
3.	<p>Click the Add Supplemental Learning button.</p>	<p>The Add Supplemental Learning page is displayed.</p> 
4.	<p>Complete the form.</p> <ul style="list-style-type: none"> • *Enter the title • *Description • Select the Status. □ Enter Education units *Required Fields. 	

5.	Click the Save button.	<p>You will receive a message indicating that you have successfully added the supplemental learning Asphalt 101 with Submit for Approval status.</p>  <p>The screenshot shows the 'Add Supplemental Learning' page for user Morgan, Kristi. It includes navigation links like 'Return to Previous Page', 'Learning Home', and 'Contact Us'. 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 fields for Title (Asphalt 101), Description (this is a class that was taken an is equivalent to Beginning Asphalt), Status (Submit For Approval), Type (OMR Approved Industry Training), Start Date (03/24/2014), End Date (03/24/2014), and Education Units. At the bottom, there are buttons for 'Documents' and 'Save'.</p>
6.	If you need to add supporting Documents click the Documents button.	 <p>The screenshot shows a single button labeled 'Documents'.</p>
7.	From the Attachments page Click the Add Attachment button.	 <p>The screenshot shows the 'Attachments' page with a toolbar containing 'Personalize', 'Find', 'View All', and pagination controls. Below the toolbar is a table with one row and a checkbox. At the bottom are buttons for 'Delete Attachment', 'Add Attachment' (highlighted with a red box), 'OK', 'Cancel', and 'Apply'.</p>

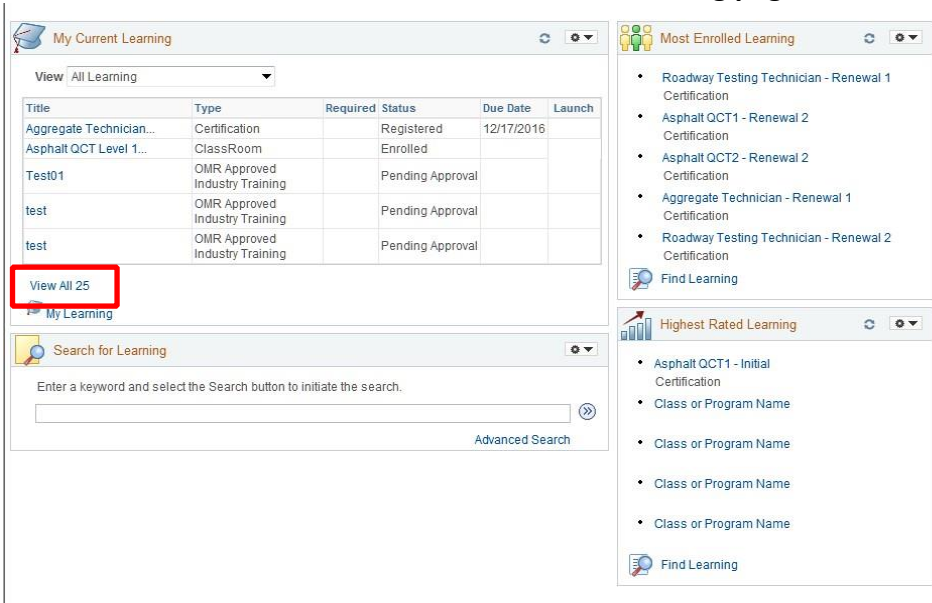
8.	From File Attachment click the Browse button.	
9.	Navigate to the file location in your folders. Select the file from your folder.	
10.	Click Upload .	
11.		Your file is now attached to the supplemental learning you created.
12.	Enter a brief description of the file you just uploaded.	
13.	Click the Apply Button if your are finished adding attachments. If not Click the Add Attachment button and repeat the above steps.	 Note: 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 Apply button .	 <p>Note: If you change your mind and realize that you uploaded the wrong document, click the Delete Attachment button.</p>
15.	Click the OK button .	 <p>You are returned to the Add Supplemental Learning Page. The Documents button and the Save button are no longer available.</p> 
16.	Click either Return to Previous Page or go to Learning Home .	

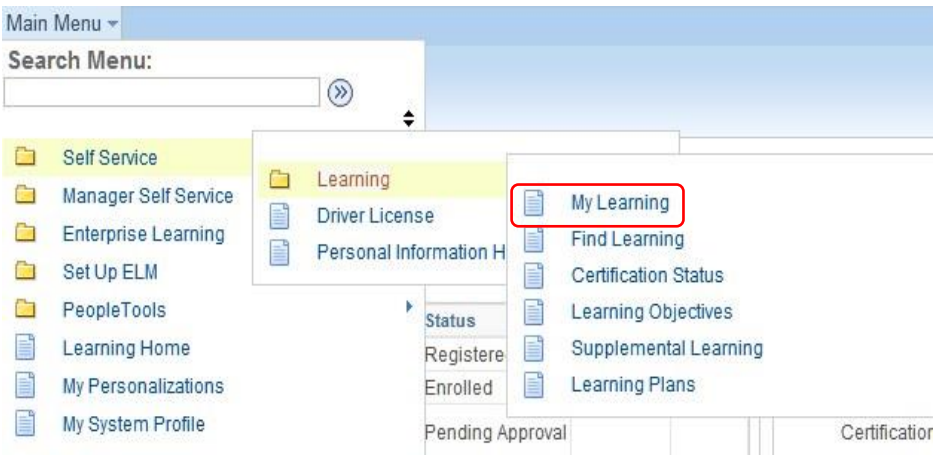
1.6 View All Learning

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.

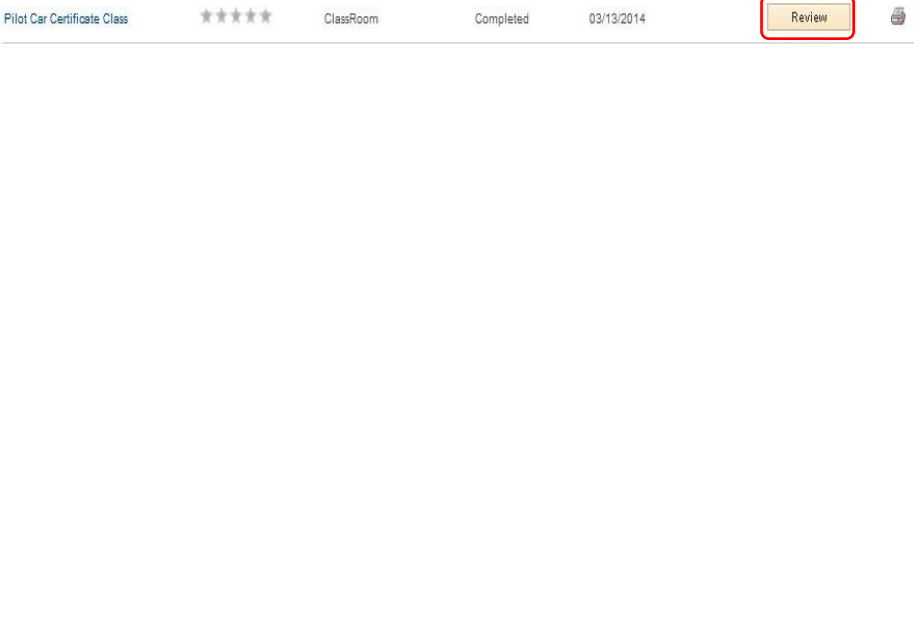

View All Learning step by step instructions

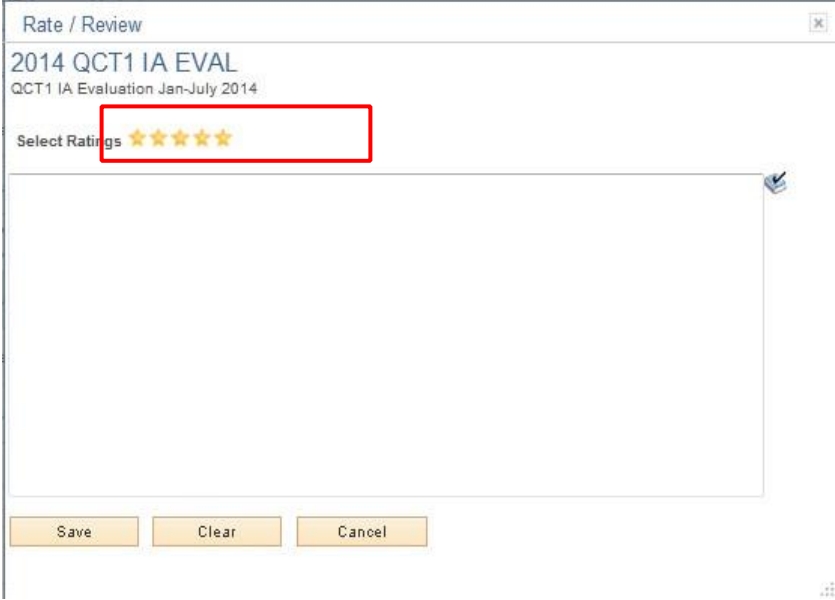
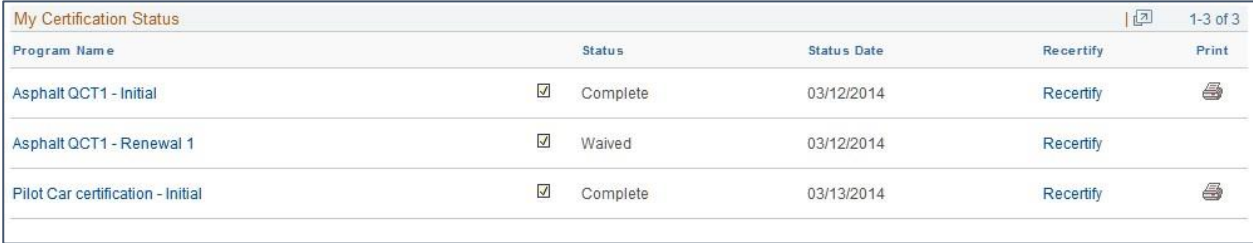

Step	Action	Results/Descriptions
<p style="text-align: center;">View All from the Landing page</p> 		
1.	From the Landing Page select View All	For example, View All 25
2.		<p>The Learning Page is displayed.</p> <p>This page displays all of your Learning by; title, Status, Due date, Start Date, and Completion date.</p>


Step	Action	Results/Descriptions
3.	To view Class Details click the title Link.	 <p>The screenshot shows a table of classes with columns for Class Name, Status, and Date. The 'Worksite Erosion Control Supervisor Certification' class is highlighted. Below the table, a 'Class Detail' window is open, showing the following information:</p> <ul style="list-style-type: none"> Class Code: 484406000ILT22134 Type: Classroom Status: Completed Price Per Seat: 100.00 USD Start Date: 03/17/2014 <p>The 'Class Detail' window also includes a 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.' Below the details, there is a 'Close' button and a 'Return' button. The bottom of the screenshot shows a table of class completion records with columns for Class Name, Status, and Date.</p>

Step	Action	Results/Descriptions
View All from the Main Menu  <p>The screenshot shows the LMS Main Menu. The 'Main Menu' dropdown is open, displaying a search bar and a list of menu items. The 'Self Service' section is highlighted, and the 'Learning' section is also highlighted. The 'Learning' section is further expanded, showing a list of options: 'My Learning' (highlighted with a red box), 'Find Learning', 'Certification Status', 'Learning Objectives', 'Supplemental Learning', and 'Learning Plans'. The 'My Learning' option is the focus of the action.</p>		
1.	From the Main Menu Select Self Service .	
2.	Select Learning from the sub-table of content.	

Step	Action	Results/Descriptions																																																																																																																																										
3.	Select My Learning .	My Learning page is displayed.																																																																																																																																										
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4.		<p>From this view you have the ability to:</p> <ul style="list-style-type: none">• Drop a class: 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.• Modify your class: You will have the ability to Add documents and save the changes.• Review your class: Let’s you rate and review the class.• Rate Classes. By 1 to 5 stars. 1 being the lowest 5 is the highest.																																																																																																																																										

Step	Action	Results/Descriptions
5.	To Rate a class click the Review button.	
6.		<p>The Rate/Review dialog is displayed.</p> 

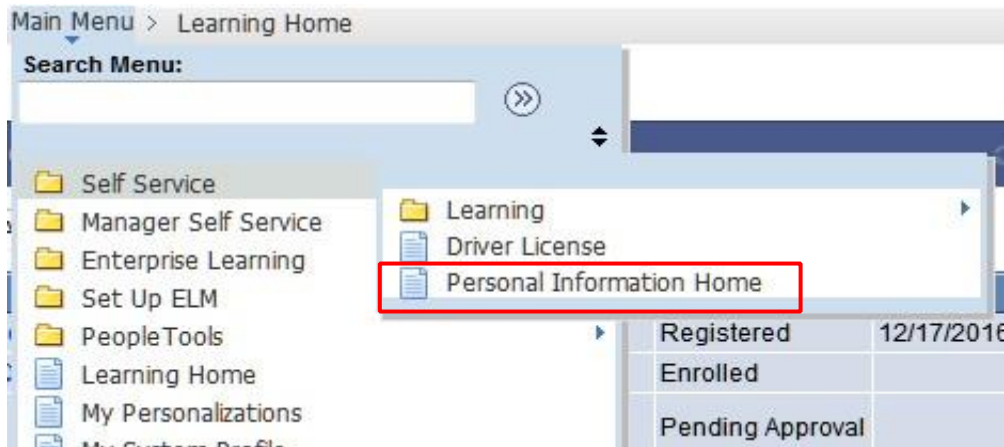
Step	Action	Results/Descriptions
7.	Select Ratings by clicking on each of the star(s) .	
From My Certification Status 		
8.	Select the Rectify link.	Rectify lets you Register for the program (again). (For example, you need a higher passing score, or you had to drop the class at the last minute, you can re-register for the class from Rectify.)
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> 

Step	Action	Results/Descriptions
10.	To Register for the class Click the Register button.	
11.	Return to the Previous Page to continue with Recertification or Click the Learning Home link.	

1.7 Update Profile Information

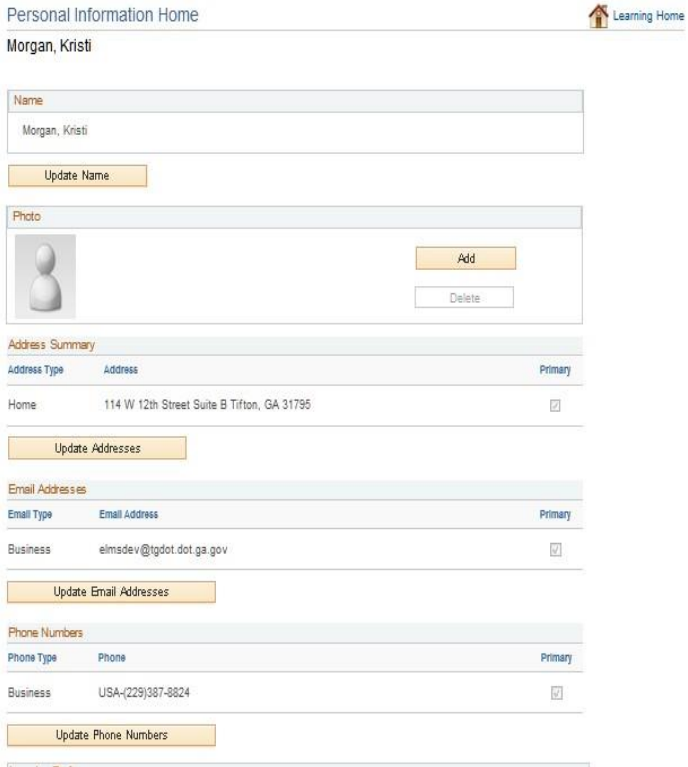
Use the Personal Information page to review and update your personal profile information.

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 Self Service .	

Step	Action	Results
2.	Select Personal Information from the Submenu .	<p>The Personal Information Home page is displayed.</p> 
3.		<p>From this page you can update:</p> <ul style="list-style-type: none"> Name: Last name first, then first name (for example, Morgan, Kristi) <input type="checkbox"/> Add a Photo: Address: Home or business mailing address. Email Address: Company Email address. Phone numbers 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"> Certificate Access: choose to Show All Certificates or only those that match your learning preference (for example, Pilot Car) Classification Type: for example, Contractor. <input type="checkbox"/> Driver License information

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Step	Action	Results
4.	Once you have made all of your updates, Click Save .	
5.	Click Learning Home to return to the Home page.	