LMS
Learning
Managment System

Enroll. Learn. Succeed.

LMS 9.2

Enrollment User Guide and Troubleshooting

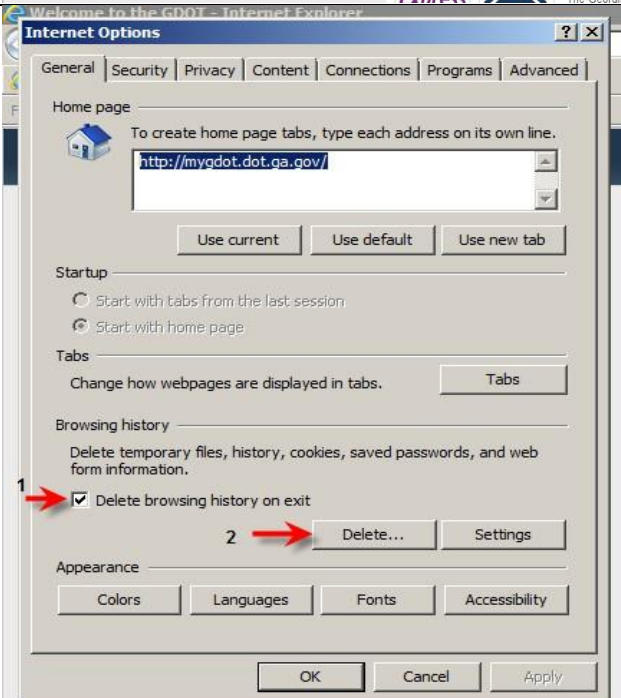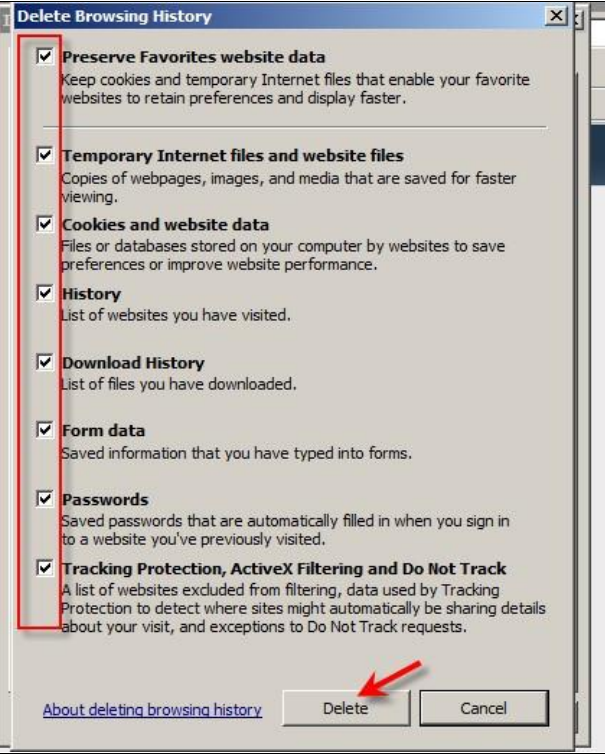This page intentionally left blank.
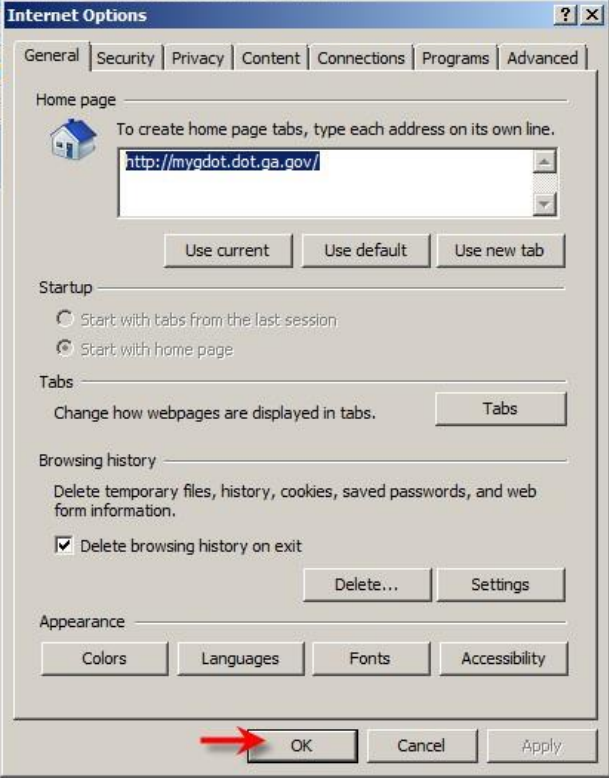
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External Users

1.1. How to clear your browser cache
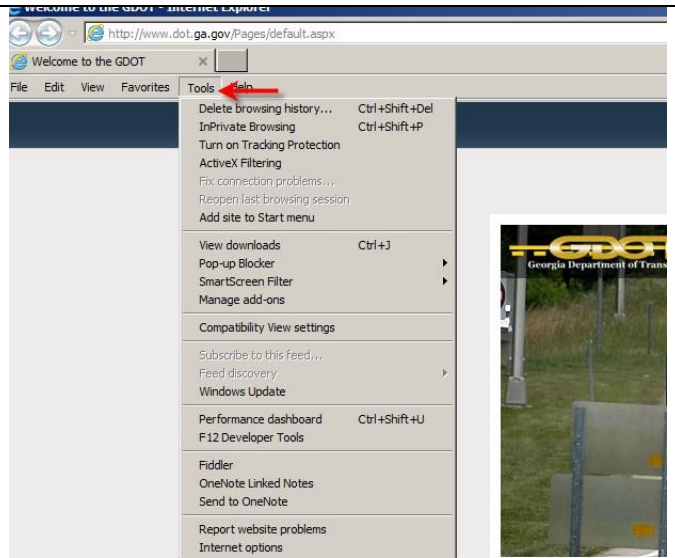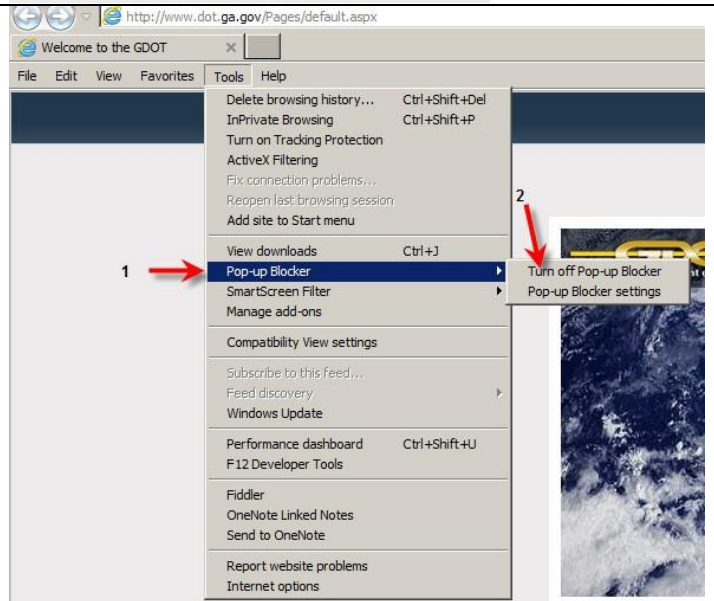
How to clear browser cache step by step instructions

Step	Action	Results
1.	Open your Internet Explorer browser.	
2.	Click on the Tools tab. Then, click on Internet Options.	
3.	Make sure that the 'Delete browsing history on exit' box is checked. Then, click on the 'Delete' button.	

Step	Action	Results
4.	Make sure that all the checkboxes have been selected. Click on the 'Delete' button.	
5.	Click on the 'Apply' button.	

Step	Action	Results
6.	Click on the 'OK' button.	You have cleared the Internet Explorer browser cache.

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.	
3.	Click on 'Popup Blocker'. Then, click on 'Turn off Pop-up Blocker'	 You have disabled the pop-up blocker.

1.3 How to Register for a Program

To register for a certification program, the user will carry out the following steps:
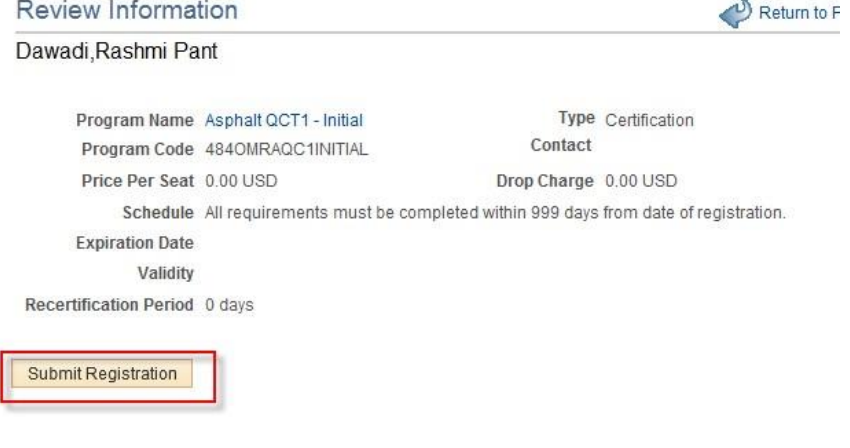
Step	Action	Results
1.	On the Home Page, enter the full/partial name of the certification program under the '**Search for Learning**' section and click on the '⊗' icon.	The Find Learning page is displayed with all the classes and certification programs that have the entered keyword in them.

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2.	Scroll the Search Results for the Certification Program.	
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)	 Review Information page is displayed.
4.	Click the **Submit Register** button.	

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5.	Click the **Submit Registration** button.	Review Information Return to Previous Page Learning Home Dawadi,Rashmi Pant Program Name ACI Concrete Technician Certification - Initial Type Certification Program Code 484OMRACICTECH Contact Price Per Seat 0.00 USD Drop Charge 0.00 USD 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 [Submit Registration]
6.		Registration Confirmation page displays. Registration Confirmation Return to Pr Dawadi,Rashmi Pant ✔ You have successfully registered in the Asphalt QCT1 - Initial program. You can view your registration details on your My Learning page. Confirmation Number 509478 Program Name Asphalt QCT1 - Initial Type Certification Program Code 484OMRAQC1INITIAL Contact Price Per Seat 0.00 USD Drop Charge 0.00 USD Schedule All requirements must be completed within 999 days from date of registration. Expiration Date Validity Recertification Period 0 days
7.	Click the **Home** link.	

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1.4 Enroll for Classes

As an external User you can enroll for classes.

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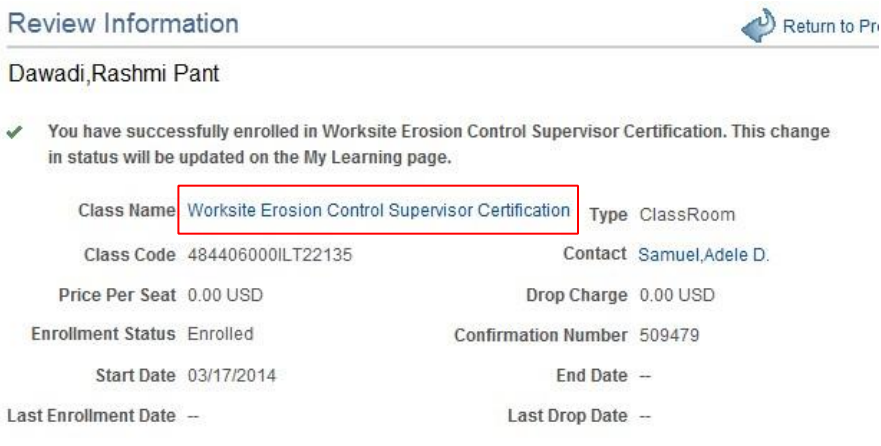
Enroll for Classes step by step instructions

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.	The Find Learning page is displayed with all the classes and certification programs (if any) that have the entered keyword in them. ⊞ Expand ⊟ Collapse ▾ Worksite Erosion Control Supervisor Certification (484406000) ★★★☆☆ (3) View Reviews Plan for Later 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 <table><tr><td>Class Code</td><td>Type</td><td>Duration</td><td>Start Date</td><td>Location</td><td>Price</td><td></td></tr><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></table>
2.	Click the **Enroll** button for the class.	484406000ILT22135 ClassRoom 03/17/2014 Chamblee, GA **Enroll**
3.	From Review Information, click **Submit Enrollment.**	**Review Information** ⟲ Retur Dawadi,Rashmi Pant 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 Start Date 03/17/2014 End Date -- Last Enrollment Date -- Last Drop Date -- Available Seats 11 Available Waitlist 0 Language English Submit Enrollment

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4.		Enrollment confirmation page is displayed.
5.	Click the **Home** link.	

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

The **Class Details** page is displayed.


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)
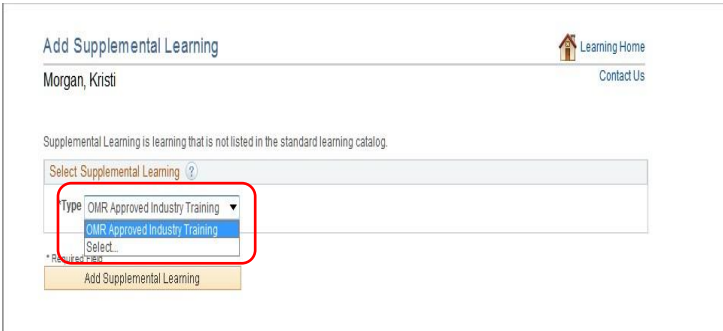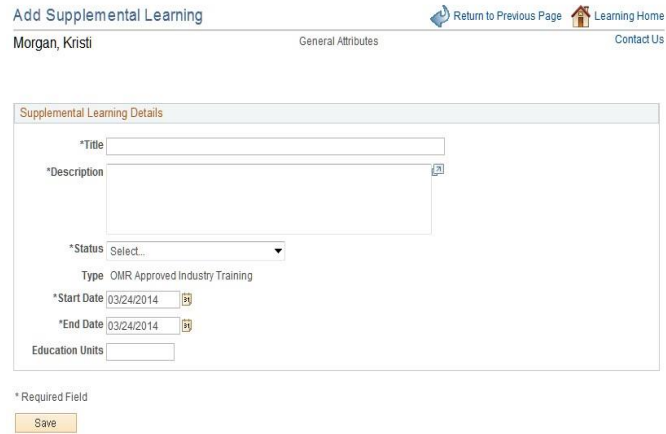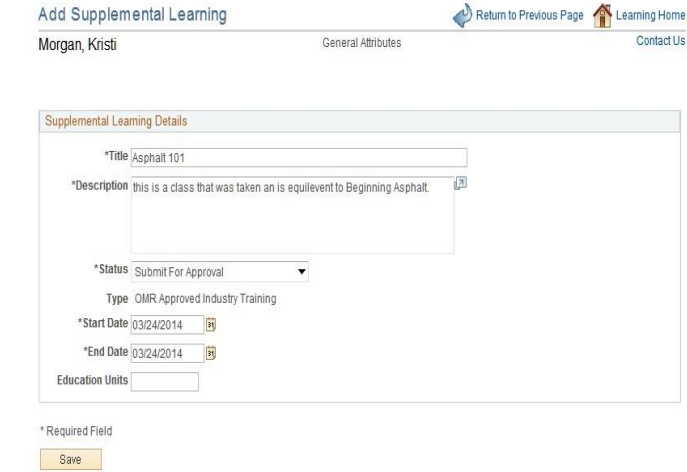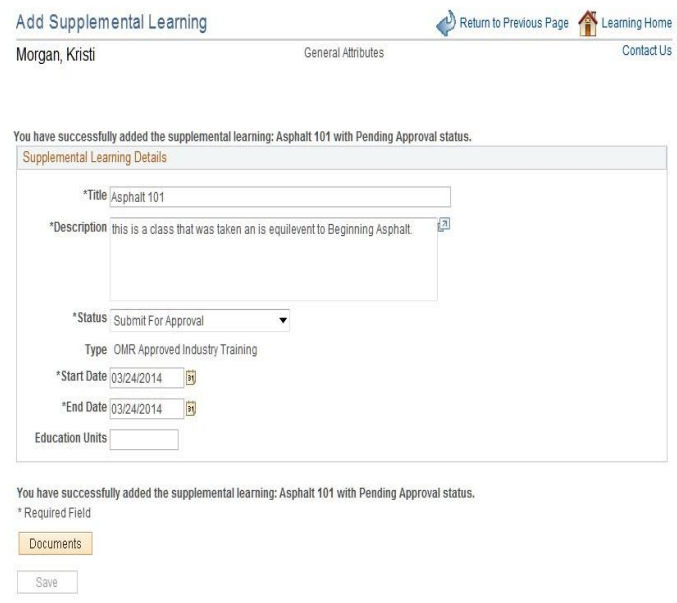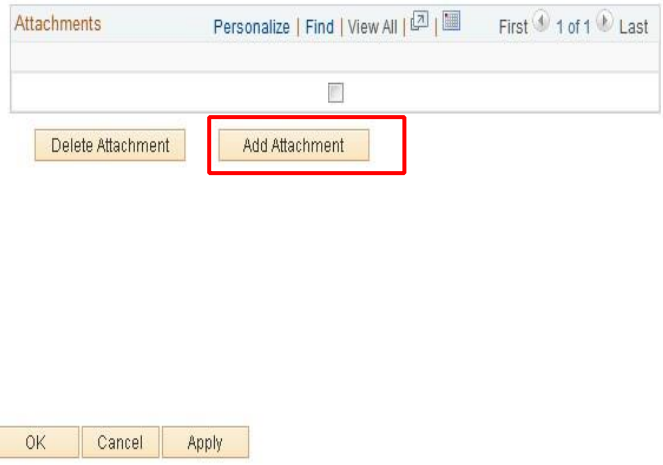
1.5 Add Supplemental Learning

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.
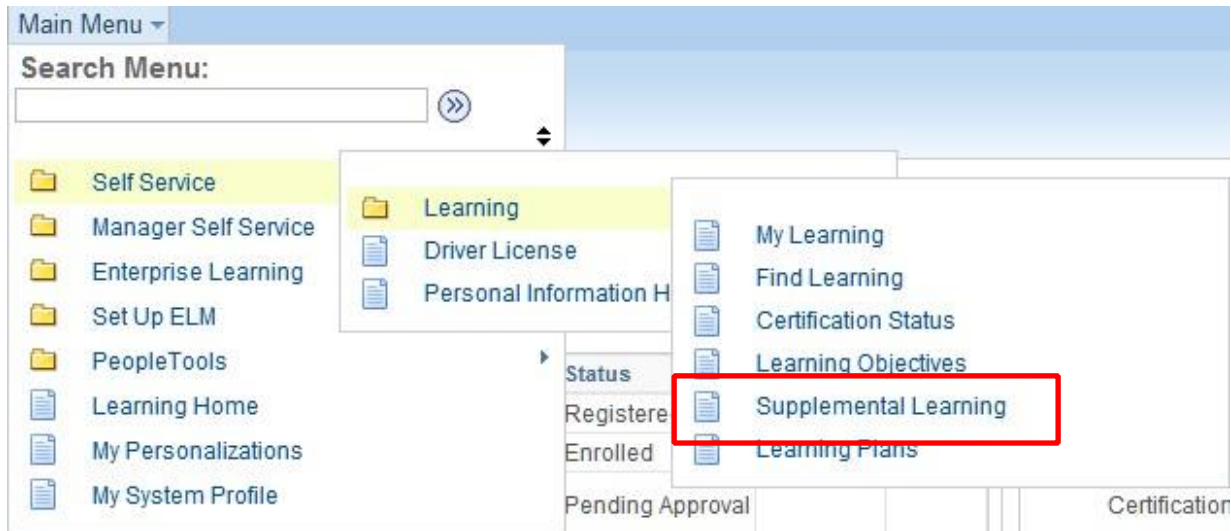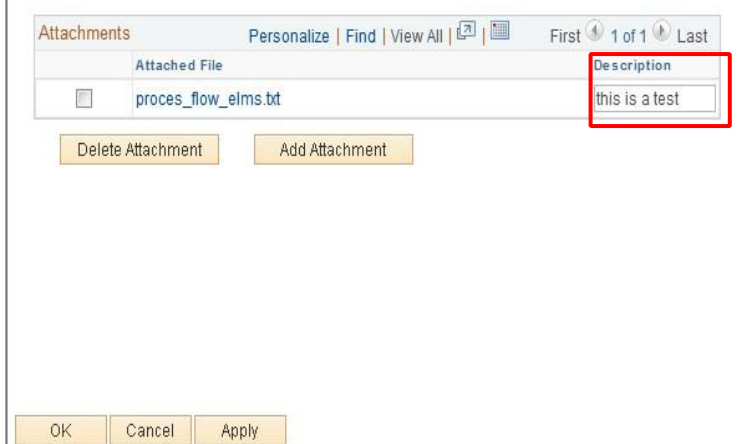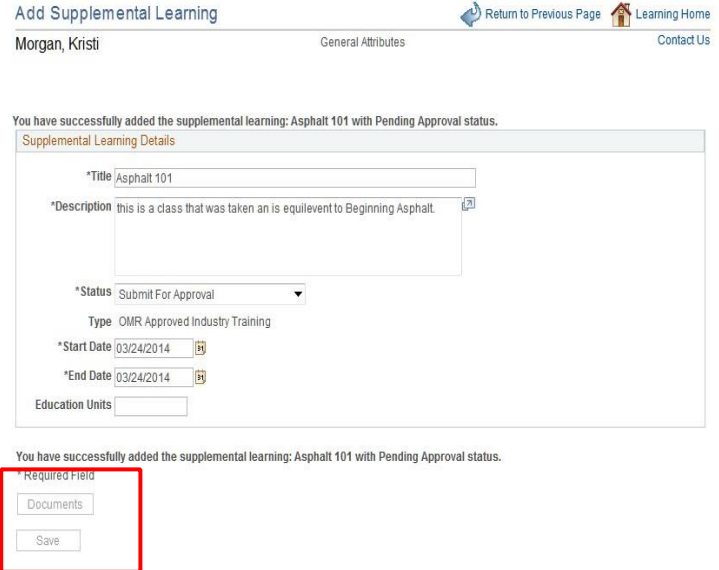

Add Supplemental Learning Step by step instructions

Step	Action	Results
1.	From the **Main Menu** select **Self Service, Learning**, and then **Supplemental Learning**.	The Add Supplemental Learning page is displayed.

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2	From the ***Type** 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.
3.	Click the **Add Supplemental** **Learning** button.	The Add Supplemental Learning page is displayed.
4.	Complete the **form**. • *Enter the title • *Description • Select the Status. ☐ Enter Education units *Required Fields.	

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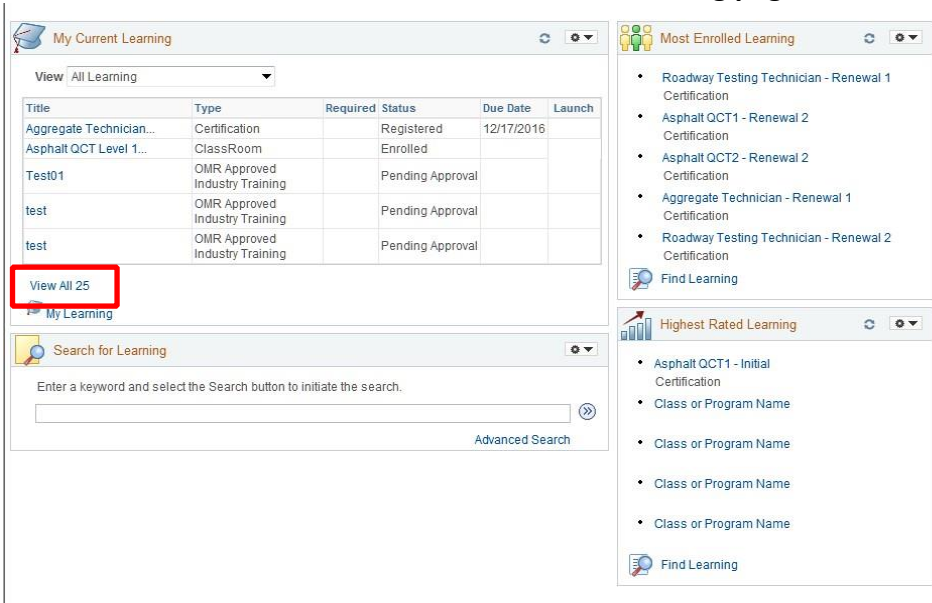| 5.	Click the **Save** button.	You will receive a message indicating that you have successfully added the supplemental learning Asphalt 101 with Submit for Approval status.
6.	If you need to add supporting Documents click the **Documents** button.	
7.	From the Attachments page Click the **Add Attachment button**.	

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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.

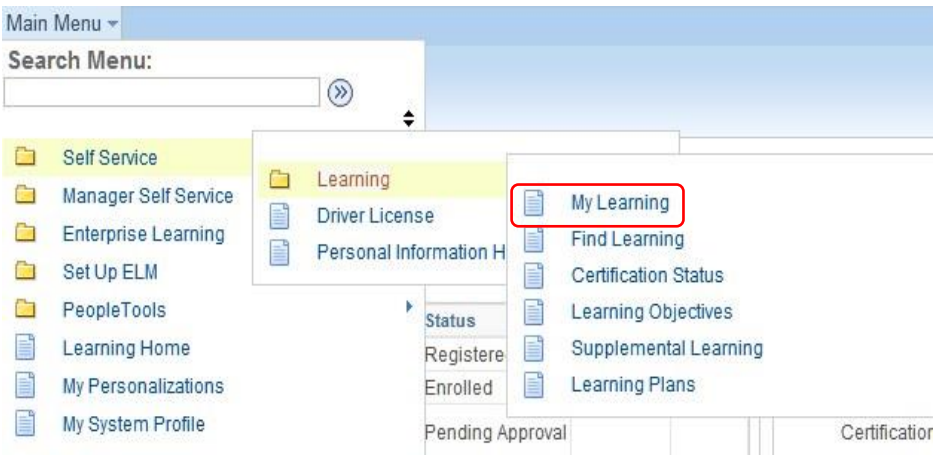| 14.	If you are finished click the **Apply button.**	Note: If you change your mind and realize that you uploaded the wrong document, click the **Delete Attachment** button.
15.	Click the **OK button.**	You are returned to the Add Supplemental Learning Page. The Documents button and the Save button are no longer available.
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.
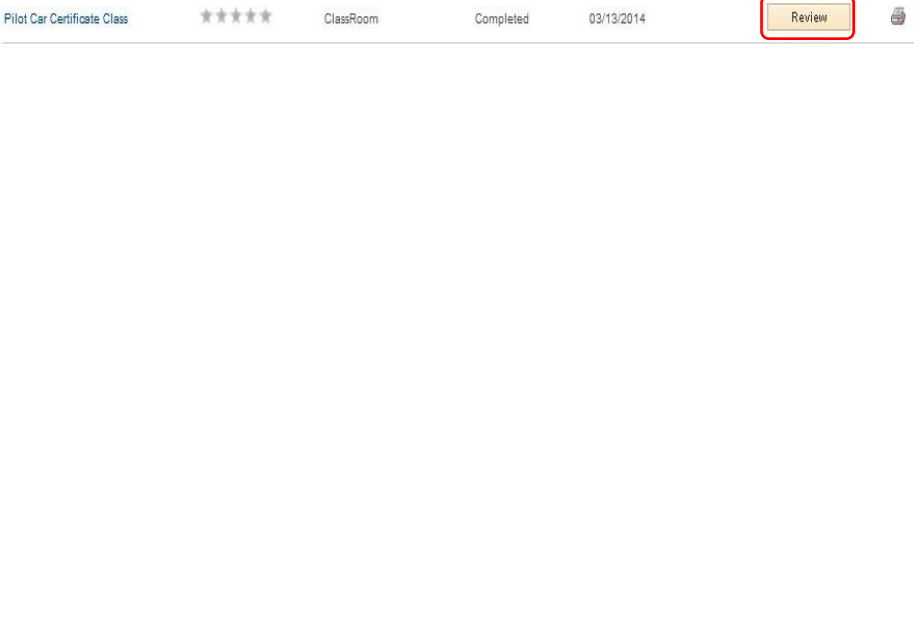
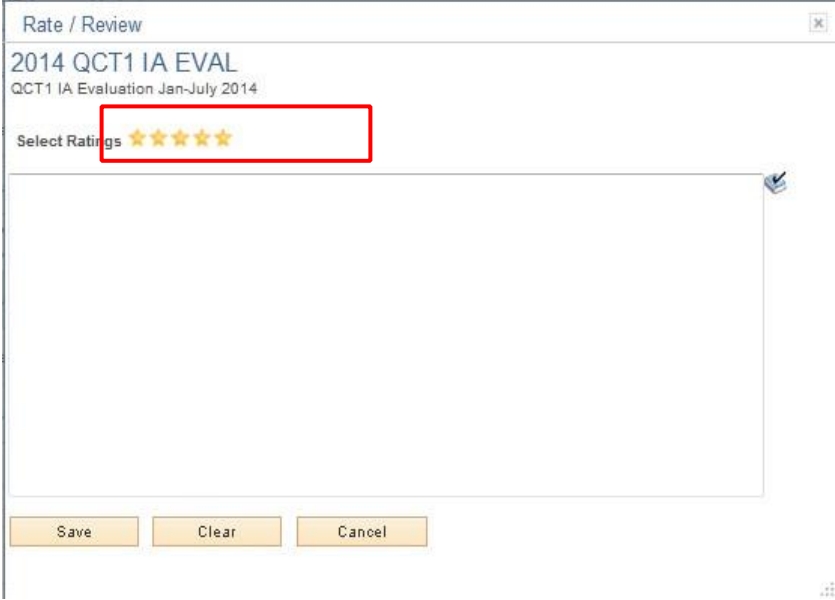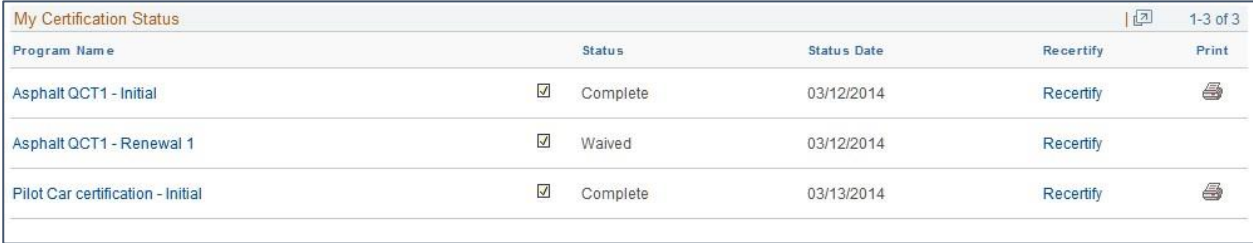**View All Learning step by step instructions**

Step	Action	Results/Descriptions
	View All from the Landing page	
1.	From the **Landing Page** select **View All**	For example, **View All 25**
2.		**The Learning Page is displayed**. This page displays all of your Learning by; title, Status, Due date, Start Date, and Completion date.

Step	Action	Results/Descriptions
3.	To view Class Details click the **title** Link.	

Step	Action	Results/Descriptions
View All from the Main Menu		

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.
4.		From this view you have the ability to: • **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.

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Step	Action	Results/Descriptions
5.	To Rate a class click the **Review button.**	Pilot Car Certificate Class ★★★★★ ClassRoom Completed 03/13/2014 Review
6.		The Rate/Review dialog is displayed.

Step	Action	Results/Descriptions
7.	Select **Ratings** by clicking on each of the **star(s).**	Rate / Review 2014 QCT1 IA EVAL QCT1 IA Evaluation Jan-July 2014 Select Ratings ★★★★★ Save Clear Cancel

From **My Certification Status**

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Program Name		Status	Status Date	Recertify	Print
Asphalt QCT1 - Initial	☑	Complete	03/12/2014	Recertify	🖨
Asphalt QCT1 - Renewal 1	☑	Waived	03/12/2014	Recertify	
Pilot Car certification - Initial	☑	Complete	03/13/2014	Recertify	🖨

Step	Action	Results/Descriptions
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.		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. Available Recertifications Return to Previous Page Learning Home Morgan, Kristi Recertifications Code Name 484OMRAQC1RENEW2 Asphalt QCT1 - Renewal 2 Register

Step	Action	Results/Descriptions
10.	To Register for the class **Click the Register** button.	Register
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.
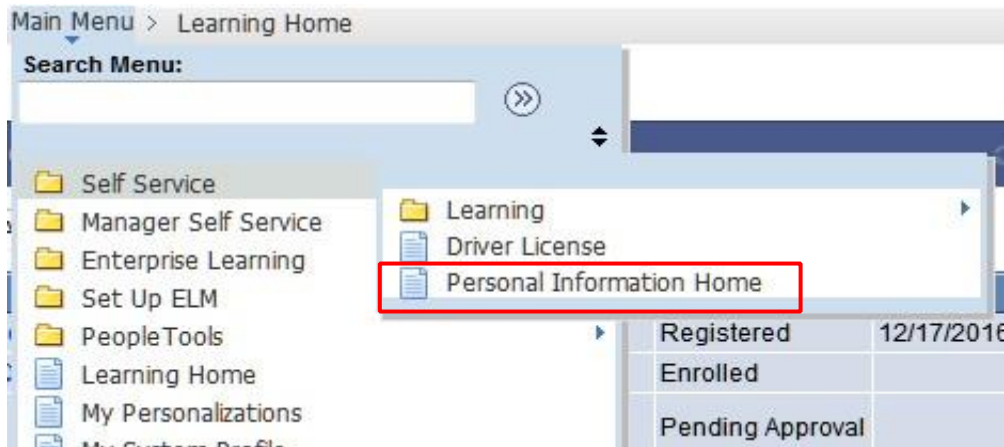
Personal Information step by step instructions

Step	Action	Results
1.	From the Main Menu select **Self Service.**	

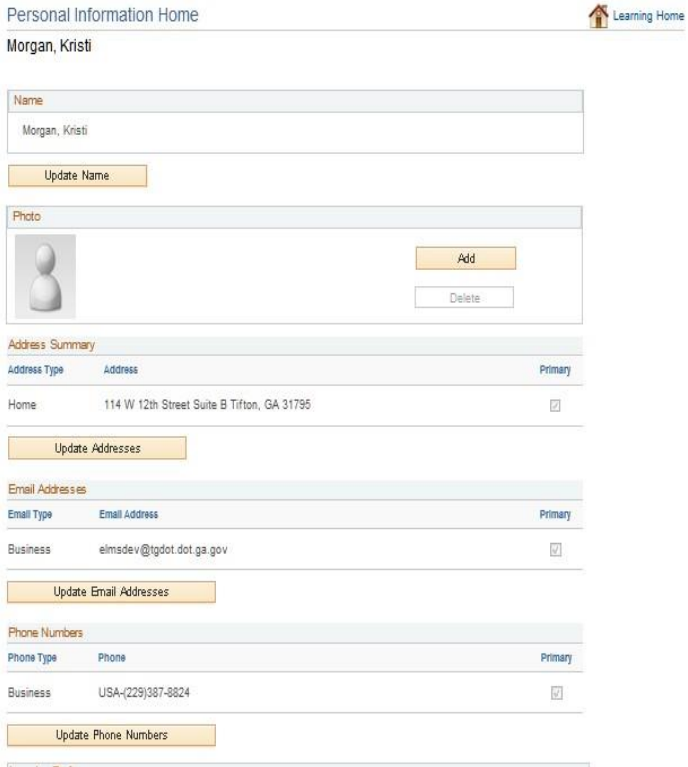| Step	Action	Results
2.	Select **Personal Information** from the **Submenu**.	The Personal Information Home page is displayed.
3.		From this page you can update: • Name: Last name first, then first name (for example, Morgan, Kristi) ☐ Add a Photo: • Address: Home or business mailing address. • Email 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. o Certificate Access: choose to Show All Certificates or only those that match your learning preference (for example, Pilot Car) o Classification Type: for example, Contractor. ☐ 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.	Learning Home