



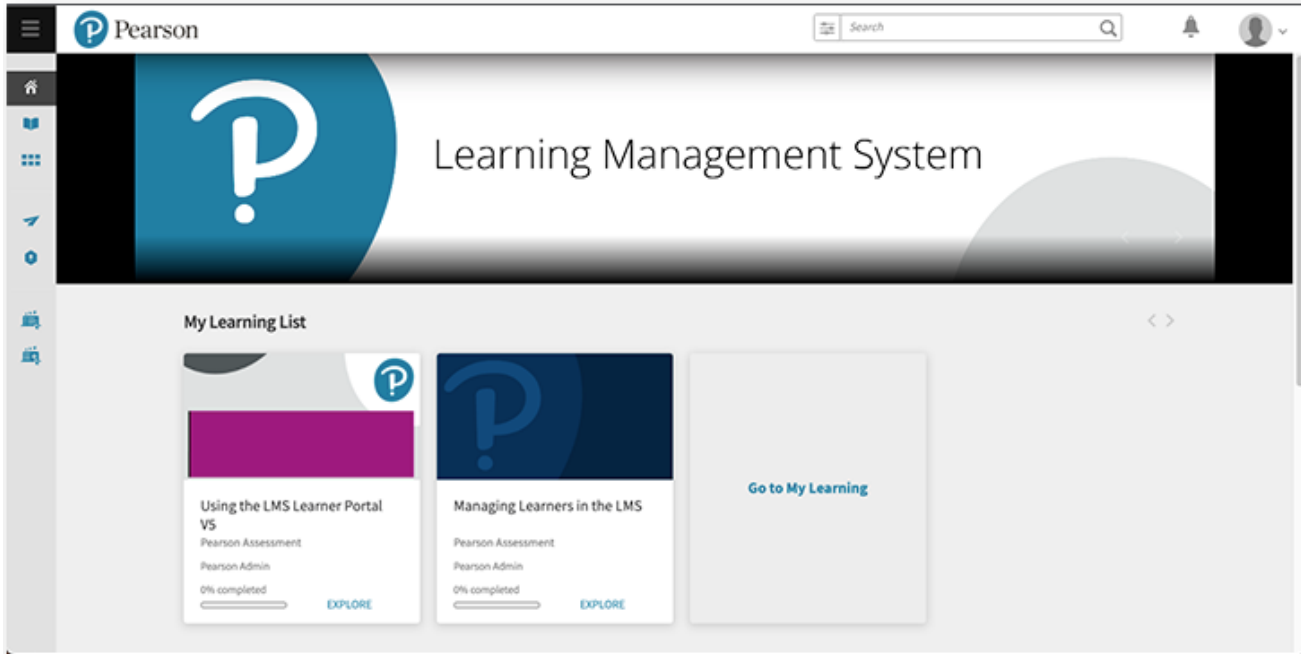
LMS Learner Job Aid

This document covers the following topics. Click each link to go directly to that section.






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- [Access Enrolled Courses](#)
- [Enroll in Courses](#)
- [User Profile](#)
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 - [Download Learner Transcripts](#)
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Navigate the LMS

Upon sign in, you are brought to the homepage where you can quickly start or resume courses under the **My Learning List**.



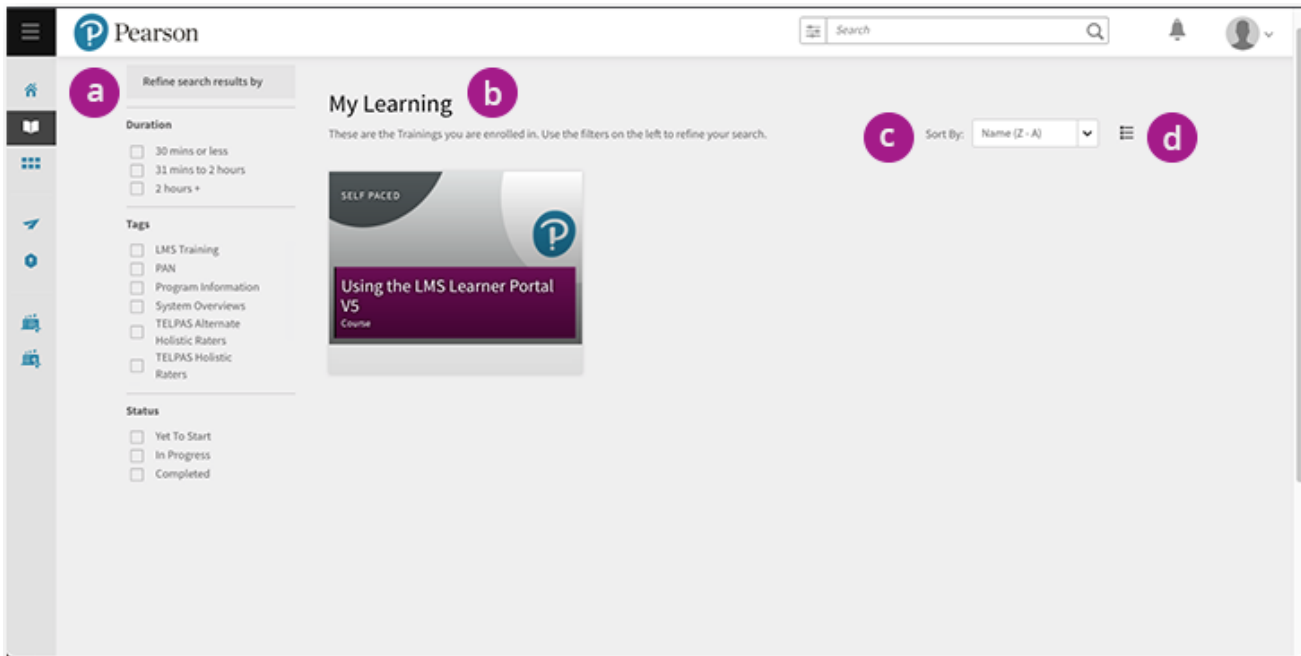
The table below describes the purpose of each page on the left panel of the LMS.

Navigation Overview		
	HOME	Get immediate access to your enrolled courses and the courses catalog.
	MY LEARNING	Access training courses that you are enrolled in.
	CATALOG	Access all training courses available for enrollment.
	SKILLS	Add skills to your Areas of Interest to get personalized course and learning recommendations.
	BADGES	View your badges and their completion status. Badges and certificates in Achieved status can be downloaded by Learners.

Access Enrolled Courses

Step-by-step

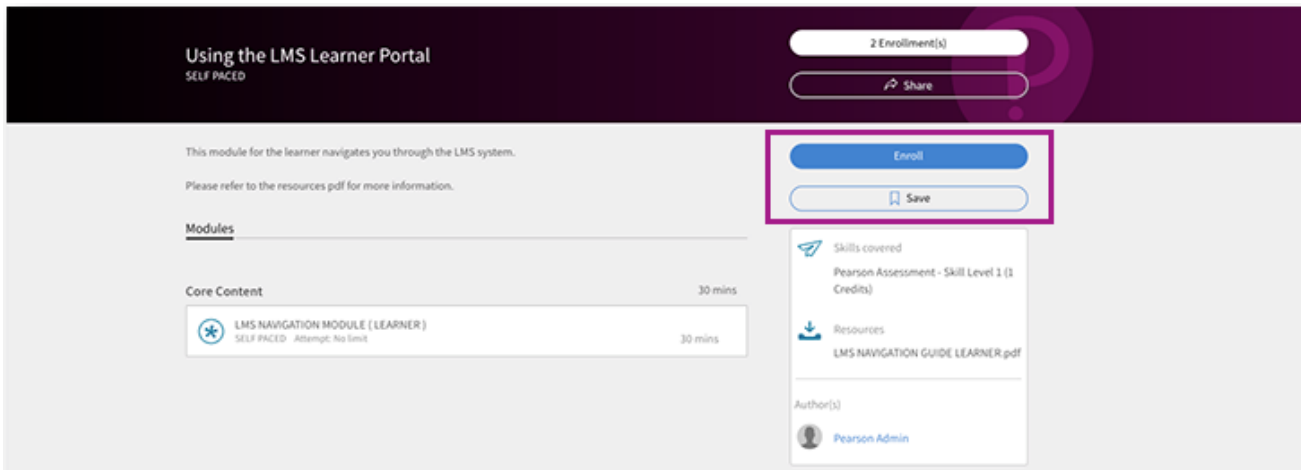
1. Select **My Learning** from the left panel.
2. Sort and filter as needed to find your desired course.
 - a. Filter your search by **Duration**, **Tags**, and **Status**.
 - b. View your enrolled courses.
 - c. Sort courses by **Due Date**, **Name (A-Z)**, or **Name (Z-A)**.
 - d. Select to switch between card and list view.



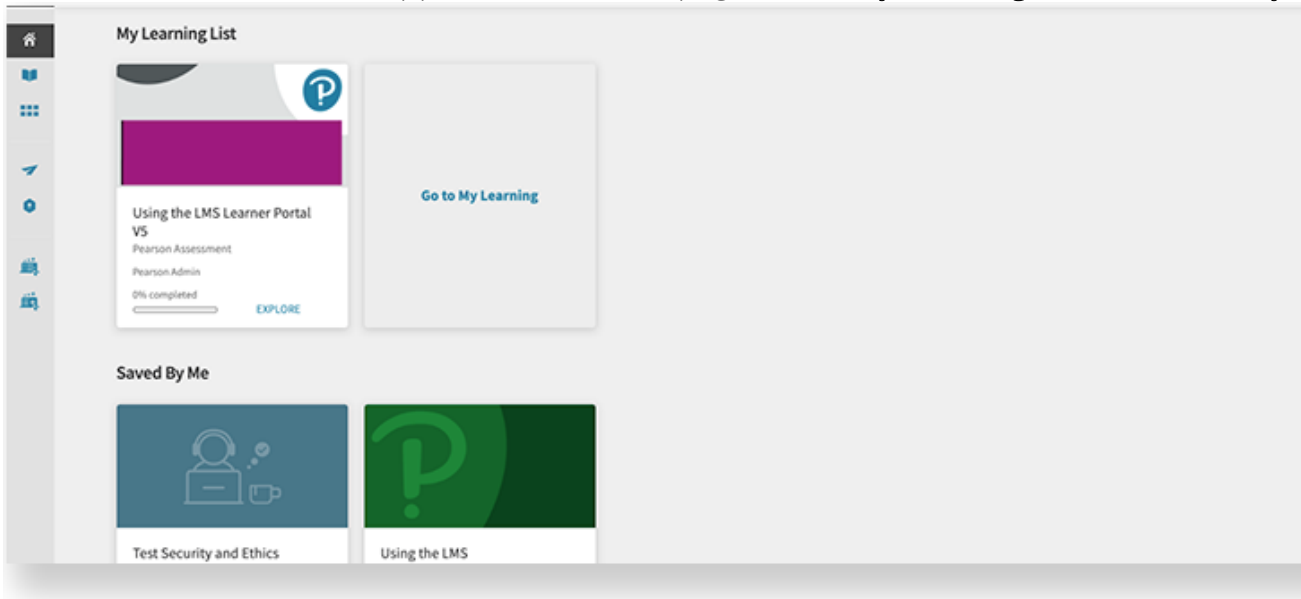
Enroll in Courses

Step-by-step

1. Select **Catalog** from the left panel.
2. Use the search bar and filters if needed to find courses of interest.
3. Select a course.
4. Select **Enroll** or select **Save** to enroll later.

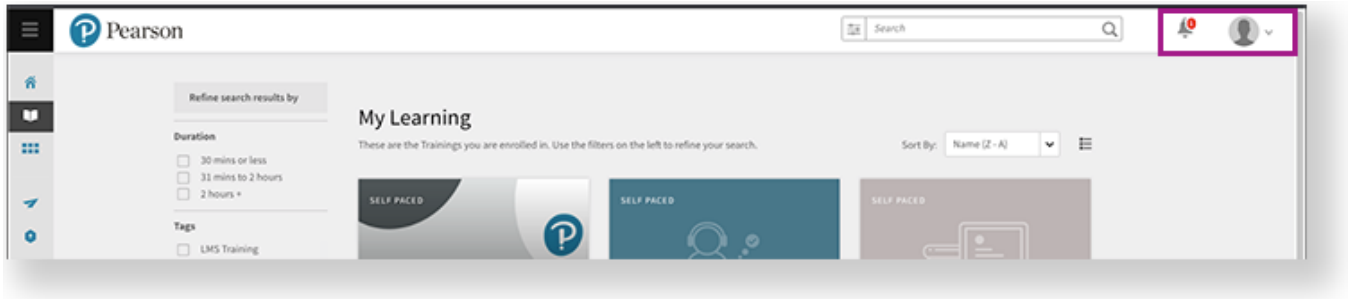


Enrolled or saved courses appear on the homepage under **My Learning List** and **Saved By Me**.



User Profile

You can access user notifications and profile settings on the top right corner of the LMS interface. Notifications can include course enrollment or completion confirmations and links to download files.



Profile Settings

1. Select **Profile Settings** from the dropdown menu.
2. You can set a profile picture and write a user bio if desired.
3. Select data from the dropdowns listed below.

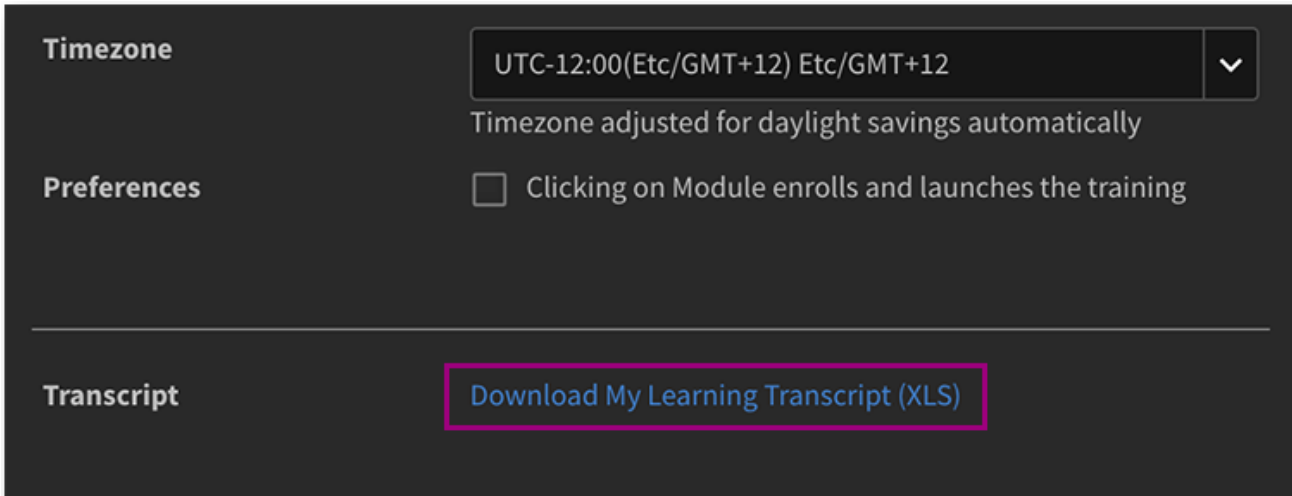
Profile Settings	
INTERFACE LANGUAGE	Select your preferred language for the UI.
CONTENT LANGUAGE	Select your preferred language for courses and modules.
TIMEZONE	Select your timezone. Timezone impacts completion deadlines.
PREFERENCES	Check the box if you would like modules to automatically enroll you and begin playing once selected.

4. Select **Save**.

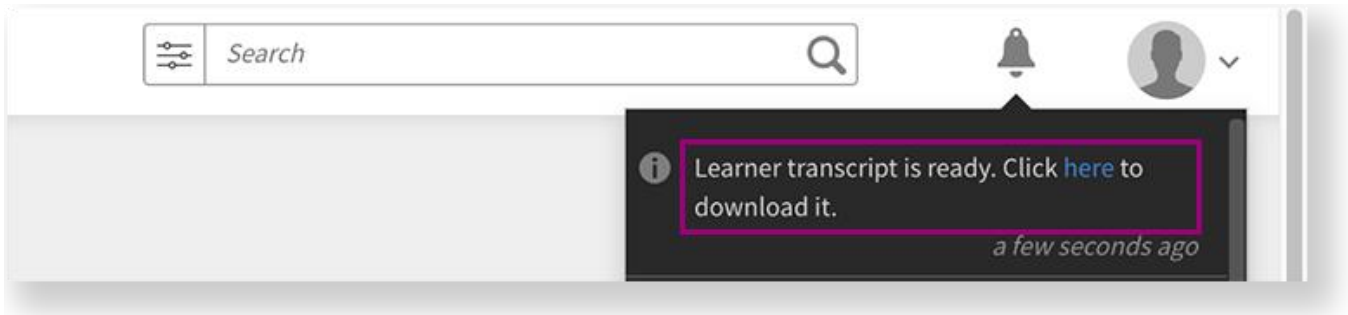
Download Learner Transcripts

The My Learning Transcript is a record of all your courses as well as any tracked CPE Hours or credits.

1. Select **Profile Settings** from the dropdown menu on the top right corner.
2. Select **Download My Learning Transcript (XLS)**.



3. A **Generating Report** message appears. Read it, then select **OK**.
4. When the transcript is ready, you will receive a notification with a link to download.



Access Badges and Certificates

Badges and certificates are one way that your program may track and may provide certificates of completion for courses or a series of courses. You can print your badge or certificate as an image or PDF.

1. Select **Badges** from the left panel. All your badges and certificates are tracked here.
2. Select **PDF** or **Badge** on the top right corner of any **Achieved** badge to download for your records.

