



## Learning Management System (LMS) Help

### CREATING AN ACCOUNT

The [LMS Home page](#) features instructions for creating a user account:

- Click on the "Register" button at the top of the page and follow the instructions to create a new account.
- All new accounts will be reviewed for approval by HSEM administration.
- A follow-up email will be sent indicating the status of account requests.

**All users should check junk email or SPAM folders if they do not receive a follow-up email. If no email notification is received within two (2) business days, contact [LMS Technical Support](#).**

### PASSWORD REQUIREMENTS

The LMS user password must meet the following criteria:

- Six characters
- Upper and lower case letters
- One symbol
- May not match the account login

### FORGOT YOUR PASSWORD?

On the [HOME](#) page, click the LOGIN button. On the next page click the "Forgot your password?" link.

- When redirected, enter your email address
- Security Check: Do the math equation, enter the answer, and click *Send*.
- If you have an active account, you will receive an email with a temporary password
- Log in with the temporary password, go into your profile and change your password

**If you need assistance with creating an account or logging in, please call (651) 201-7441 or contact [LMS Technical Support](#).**