



## Learning Management System (LMS) HELP

### ENROLLMENT PROCEDURES FOR LEARNING PATHS

- **FOR LEARNING PATHS THAT REQUIRE ADMINISTRATIVE APPROVAL**

(Basic Emergency Management Certificate, Director/Practitioner Qualification Program, and Radiological Emergency Preparedness.)

1. After login, Click on the *Training Program* tab in the navigation bar.
2. Click on one of the three programs listed above.
3. The Learning Path title page will appear with options for *Enroll* or *More info*.
4. Click *Enroll* to request enrollment approval. Click *More Info* to see a list of courses for the Learning Path.
5. In the page with the course listings, you may also click the *Enroll* button under *Enrollment* to request enrollment approval.
6. When your request for enrollment has been processed, you will receive an email notification of the approval status.
7. If approved, the Learning Path will appear under the *My Learning Paths* navigation tab. Click on the name of the Learning Path for details.

- **FOR LEARNING PATHS THAT DO NOT REQUIRE ADMINISTRATIVE APPROVAL**

1. After login, Click on the *Training Program* tab in the navigation bar.
2. Choose the Learning Path you wish to pursue.
3. The Learning Path title page will appear with options for *Enroll* or *More Info*.
4. Click *More Info* to see the course list for the Learning Path. Click *Enroll* if you wish to begin the Learning Path.
5. In the page with the course listings, you may also click the *Enroll* button under *Enrollment* to begin the Learning Path.
6. If enrolled, the Learning Path will appear under the *My Learning Paths* navigation tab. Click on the name of the Learning Path for details.

### HELP

#### FOR FURTHER ASSISTANCE WITH THE LMS:

- Please call (651) 201-7441 or contact [LMS Technical Support](#)