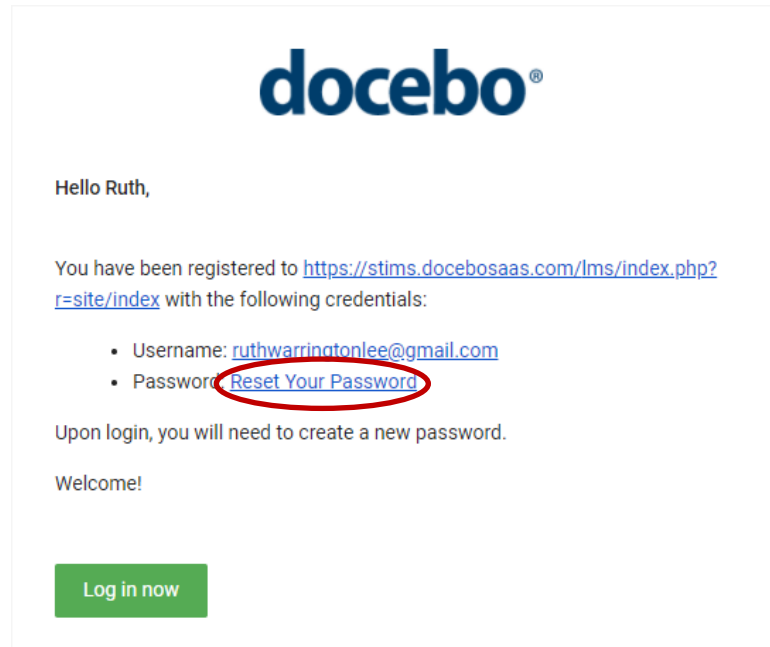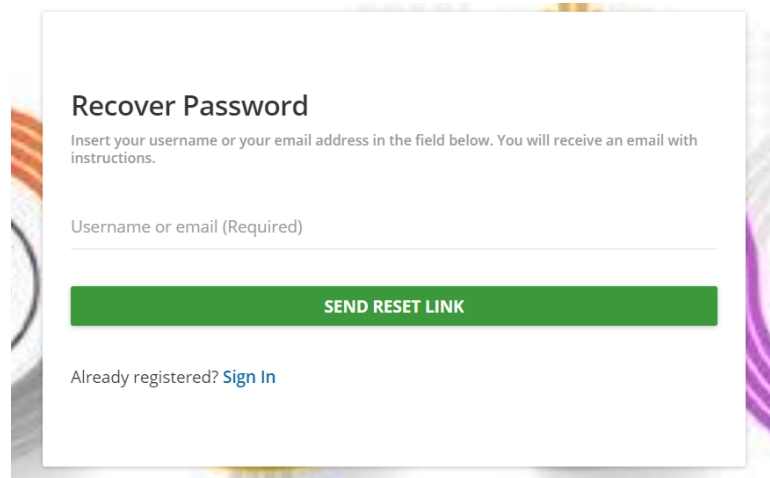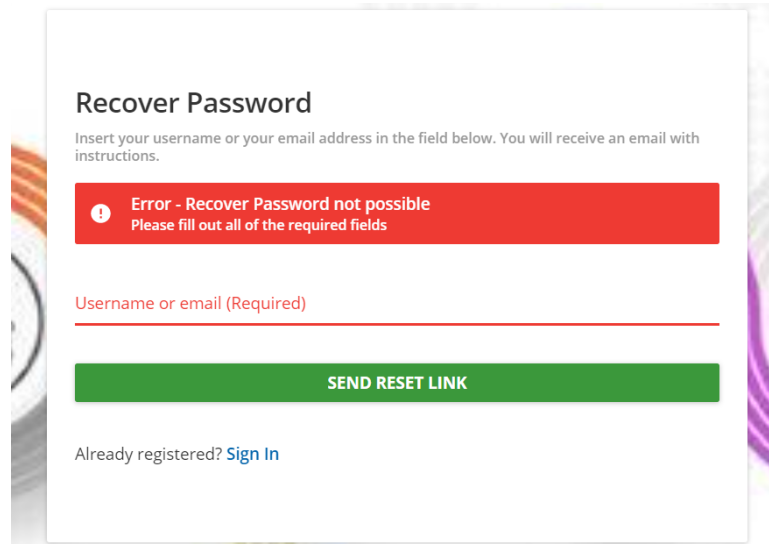## LMS Log-in Instructions

1. Go to the welcome notification that you received via email and click the link that says, "Reset Your Password".

2. Enter your email address in the required information field. Click "Send Reset Link".

3. If you fail to enter your email address you will get the error message below. Type in your email address and click "Send Reset Link".
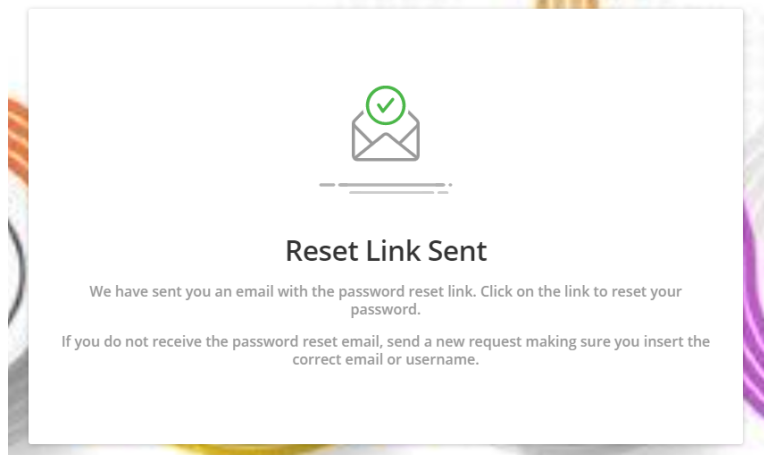
4. If you have completed the above steps correctly, you will get a confirmation as seen below. Go to your email to get the link to reset your password.
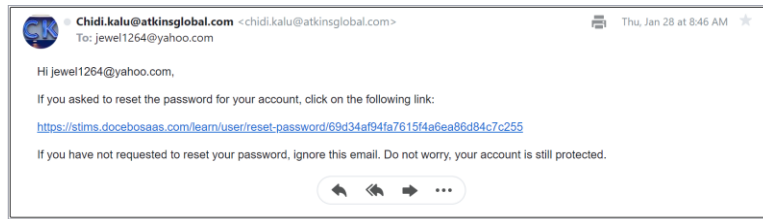
5. Click on the blue hyperlink to be redirected to the site to change your password.

6. Type in your new password. Your password must contain at least 8 characters and contain both letters and numbers. Confirm your new password on the line below.
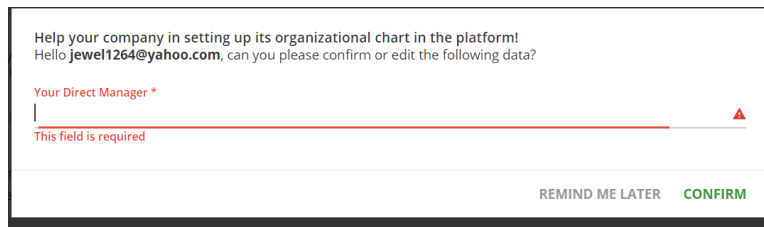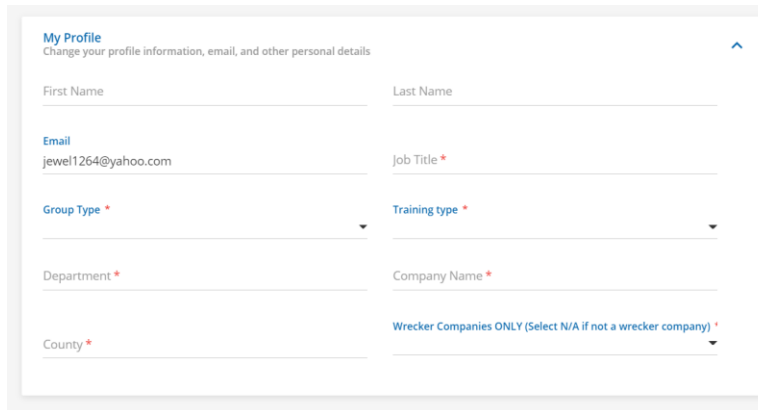
7. You will receive a conformation that your new password has been accepted as seen below.
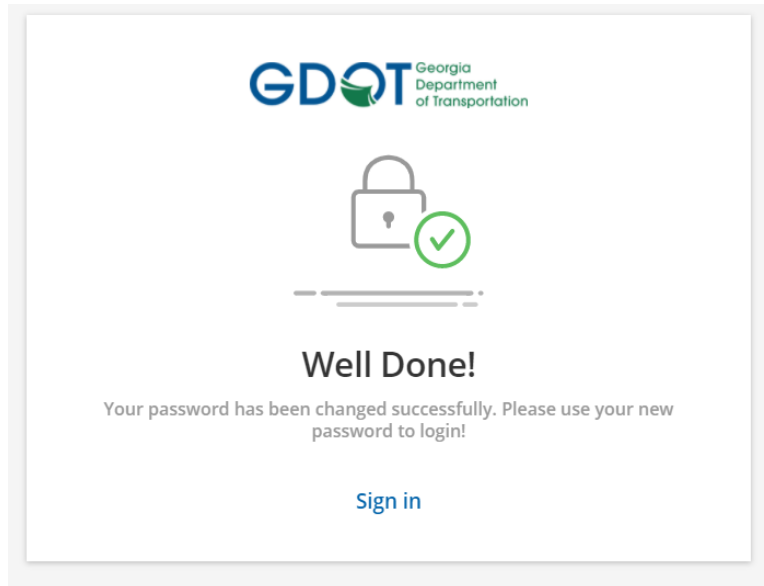
8. The system will then request that you enter your manager's name. If your manager is not in the database, click "Remind Me Later".
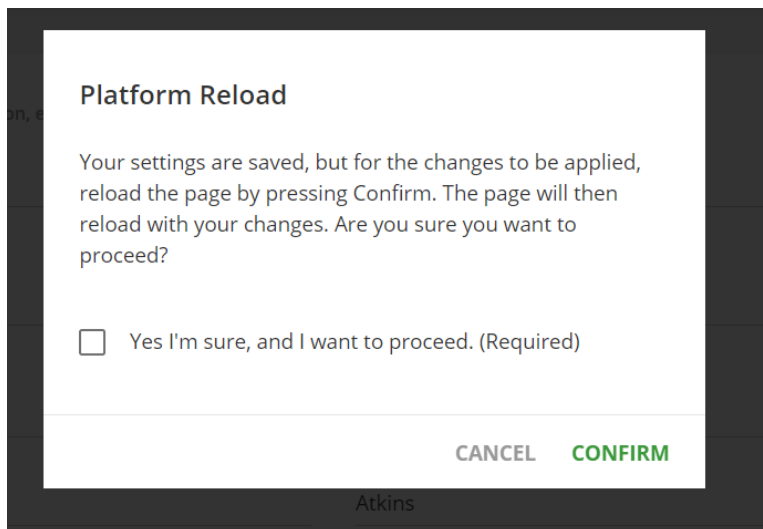
9. Fill out your profile information. All field with a red asterisk are mandatory. Click "Save Settings".

10. After saving your settings, you will see the following dialogue box requesting to confirm the changes you have made. Click the box "Yes I'm sure" and then click "Confirm".

11. You have successfully signed into the LMS. You should now be at the Learner's Dashboard. All of these steps will not be necessary the next time you sign in – just your username and password. Happy learning!