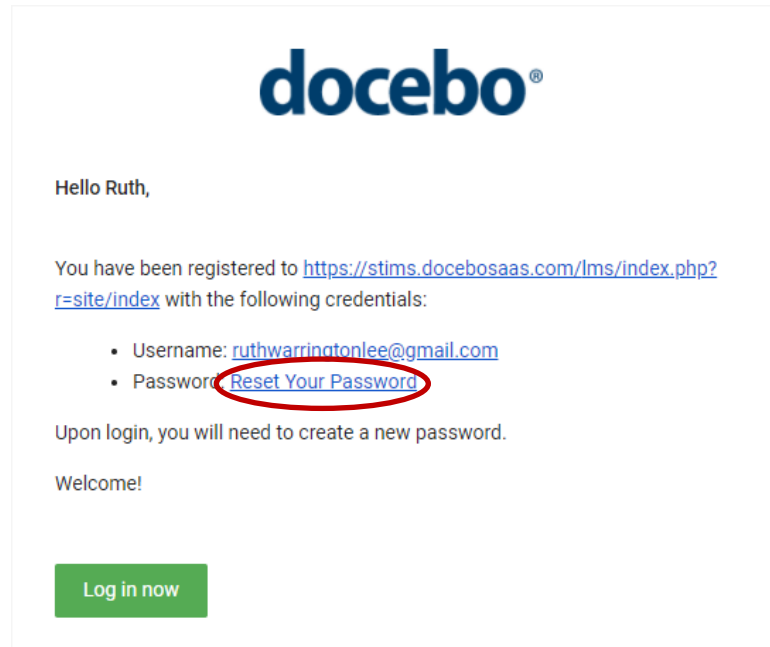
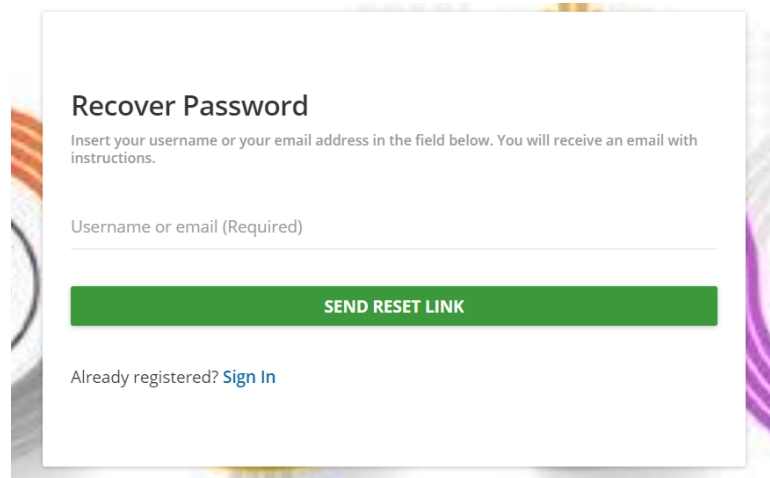


LMS Log-in Instructions

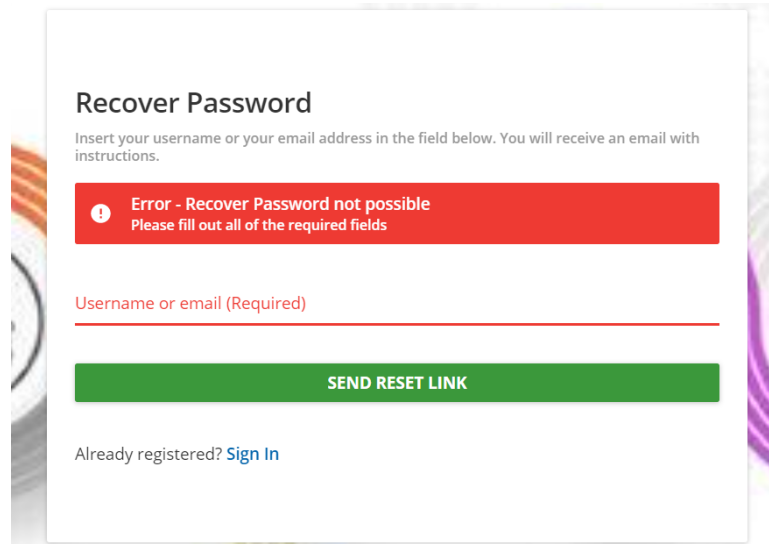
1. Go to the welcome notification that you received via email and click the link that says, “Reset Your Password”.



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”.



Recover Password

Insert your username or your email address in the field below. You will receive an email with instructions.

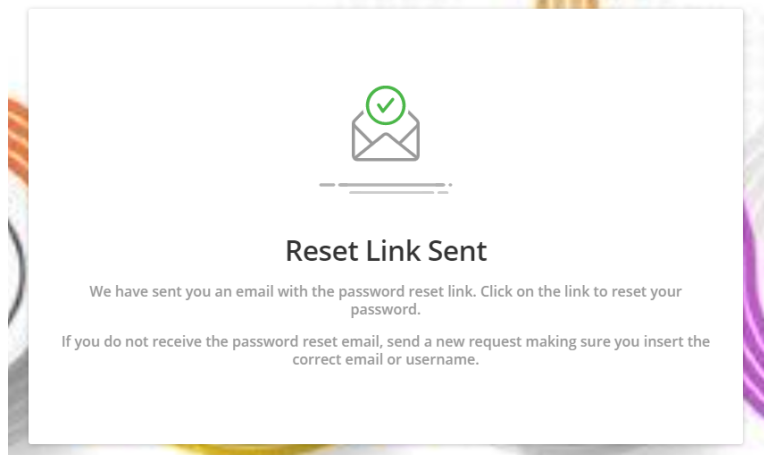
Error - Recover Password not possible
Please fill out all of the required fields


Username or email (Required)

SEND RESET LINK

Already registered? [Sign In](#)

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.



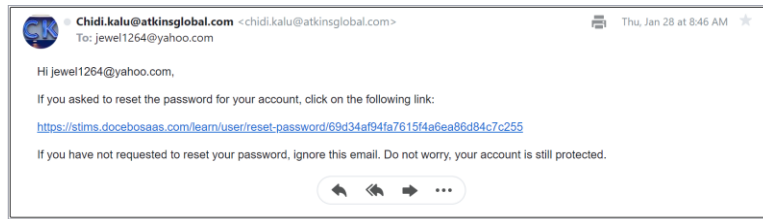


Reset Link Sent

We have sent you an email with the password reset link. Click on the link to reset your password.

If you do not receive the password reset email, send a new request making sure you insert the correct email or username.

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.

GDOT Georgia Department of Transportation

Reset Password

Insert your new password in the field below, then retype it for confirmation. It's case sensitive.

New password (Required) 

Your password must

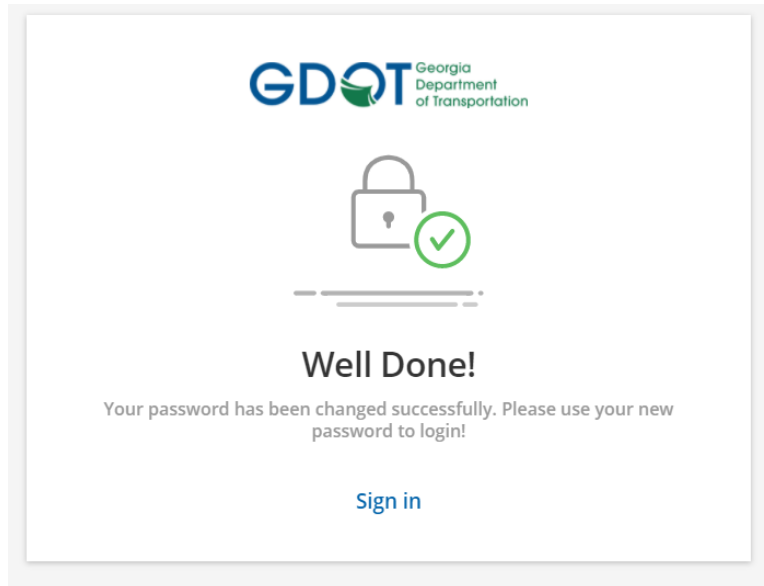
- Contain at least 8 characters
- Contain both letters and numbers

Also, for security reasons, the password must:

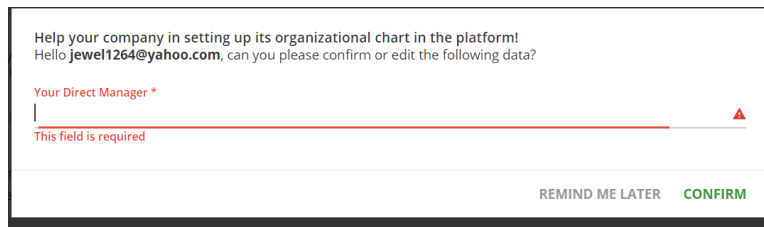
- not contain common words or simple sequences
- Be different from the username

AUTO-GENERATE

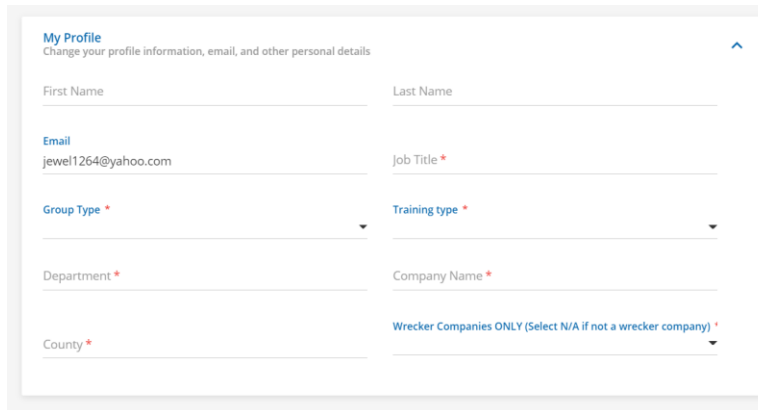
7. You will receive a conformation that your new password has been accepted as seen below.



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".

A screenshot of a web form. The text at the top says "Help your company in setting up its organizational chart in the platform! Hello jewel1264@yahoo.com, can you please confirm or edit the following data?". Below this is a label "Your Direct Manager *" in red. Underneath the label is a text input field with a red border and a red triangle warning icon on the right. Below the input field is the text "This field is required" in red. At the bottom right of the form are two buttons: "REMIND ME LATER" and "CONFIRM".

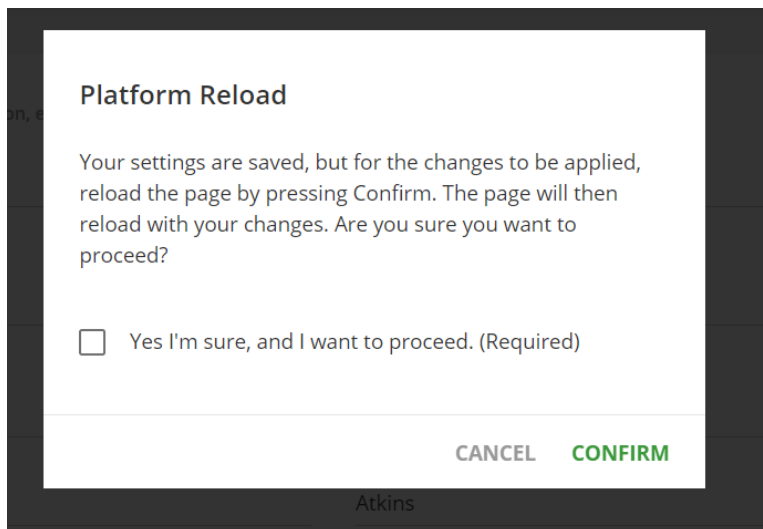
9. Fill out your profile information. All field with a red asterisk are mandatory. Click “Save Settings”.



The screenshot shows a 'My Profile' form with the following fields and options:

- First Name (text input)
- Last Name (text input)
- Email (text input, value: jewel1264@yahoo.com)
- Job Title * (text input)
- Group Type * (dropdown menu)
- Training type * (dropdown menu)
- Department * (text input)
- Company Name * (text input)
- County * (text input)
- Wrecker Companies ONLY (Select N/A if not a wrecker company) * (dropdown menu)

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”.



The dialog box is titled 'Platform Reload' and contains the following text:

Your settings are saved, but for the changes to be applied, reload the page by pressing Confirm. The page will then reload with your changes. Are you sure you want to proceed?

Yes I'm sure, and I want to proceed. (Required)

At the bottom right, there are two buttons: 'CANCEL' and '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!