Instructions for enrolling in Public LMS Course:

- 1. Go to website: <u>www.onlinelearning.wv.gov/student</u>
- 2. If this is your first time at this site, you must build a profile. Click on the Create New User button.

Sign In
State of West Virginia PUBLIC LEARNING CENTER
User ID
Password
Go Create New User
Forgot your User ID or Password?

3. From the next dialog box, open the drop down list arrow and choose your organization. Then click **CONTINUE**.

Select an Organization	×
Select an organization below and then optional the access code if required.	ly <mark>enter</mark>
* Organization	
-Choose an Organization	
* Access Code	
Continue Close Help	

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[•] Organization	
-Choose an Organization	•
-Choose an Organization	
Bureau of Senior Services Division of Corrections	
Department of Environmental Protection Department of Health and Human Resources	
Education - West Virginia Center for Professiona Office of Laboratory Services Office of Research and Strategic Planning Public Employee Insurance Agency Public Service Commission Protective Services - Closed Point of Dispensing Transportation - Division of Highways VSO Training Volunteer Fire Departments	·

Select an Organization	×
Select an organization below and then optionally access code if required.	enter the
* Organization	
Department of Health and Human Resources	•
* Access Code	
Continue Close Help	

4. Fill out the profile. You will create your own UserID and password. Make sure to note the ID and password where you can remember it. Click Create New User button at bottom.

Create New User	×
User Profile	
* User ID	
* First Name Middle Initial * Last Name	_
Email	
* Password * Confirm Password	1
Address	
City	
State/Province	
-	•
Zip/Postal	_
Country	
Phone	_
Create New User Cancel Help	

5. This will bring you to the course catalog. All offered courses for this agency are listed in the catalog. To select your course click on the white box with green plus sign (see picture below). Say yes to the responding dialog box that you want to enroll. This will move your class to the My Courses tab.

Course	Catalog							😮 Help
- Search —	Catalog ID			Keywords				
	Name			Locations	- Any -			
	Description			Dates				
								P Search P Clear Search
Result: 1 to 1	lof1 ≪ ≪ Page: 1 🕨 >	4						
	Catalog ID 🔺		Name	Description				
	DHHR01		Privacy Basics	This course covers pr	ivacy basics and i	responsibilities related to the Affordabl	e Care Act.	
Result: 1 to 1	lof1 4 ◀ Page: 1 ► ►	н						
User Guide	e: 🛛 🚺 Course Details: Cick	to View Course Details 🕴 📑 Enroll:	Click to Enroll in Course					

6. Click on the My Courses tab at the top of the screen to move to your Enrolled Courses.



7. Click on the orange arrow to launch your course.

\mathbf{V}	Catalog ID	Name
	DHHR01	Privacy Basics - Privacy