

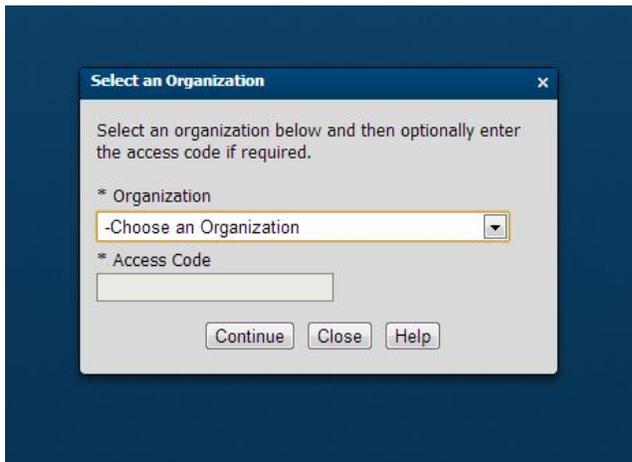
Instructions for enrolling in Public LMS Course:

1. Go to website: [www.onlinelearning.wv.gov/student](http://www.onlinelearning.wv.gov/student)
2. If this is your first time at this site, you must build a profile. Click on the Create New User button.



The image shows a 'Sign In' window for the State of West Virginia Public Learning Center. It features a logo with the word 'Learn' and a graduation cap. Below the logo are two text input fields: 'User ID' and 'Password'. A red arrow points to the 'Password' field. At the bottom of the window are two buttons: 'Go' and 'Create New User'. A link for 'Forgot your User ID or Password?' is also present.

3. From the next dialog box, open the drop down list arrow and choose your organization.  
You will choose DHHR.



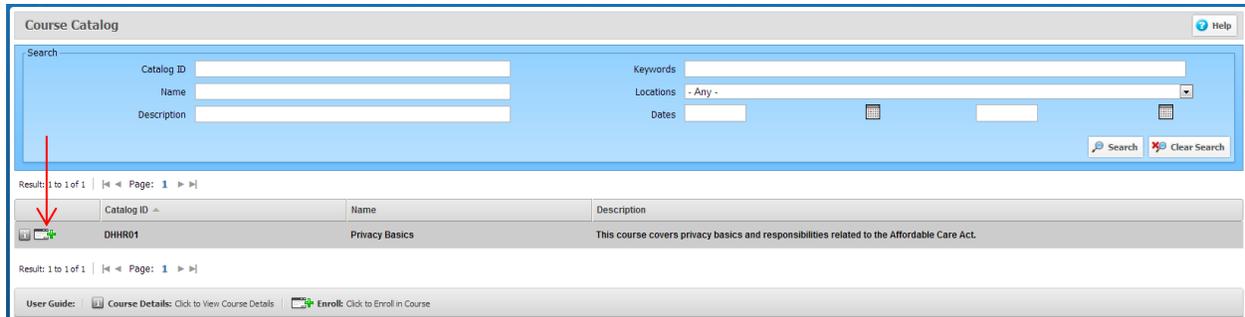
The image shows a 'Select an Organization' dialog box. It contains the following text: 'Select an organization below and then optionally enter the access code if required.' Below this text are two fields: '\* Organization' with a dropdown menu currently showing '-Choose an Organization', and '\* Access Code' with an empty text input field. At the bottom are three buttons: 'Continue', 'Close', and '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.

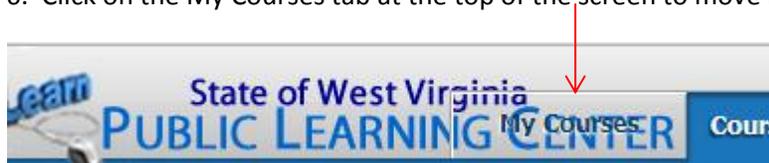


The image shows a 'Create New User' dialog box with a 'User Profile' tab. It contains several input fields: '\* User ID', '\* First Name', '\* Middle Initial', '\* Last Name', 'Email', '\* Password', '\* Confirm Password', 'Address', 'City', 'State/Province' (a dropdown menu), 'Zip/Postal', 'Country', and 'Phone'. At the bottom are three buttons: 'Create New User', 'Cancel', and '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. You will choose course DHHR02.



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.

