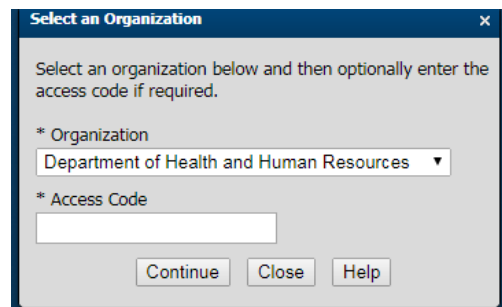
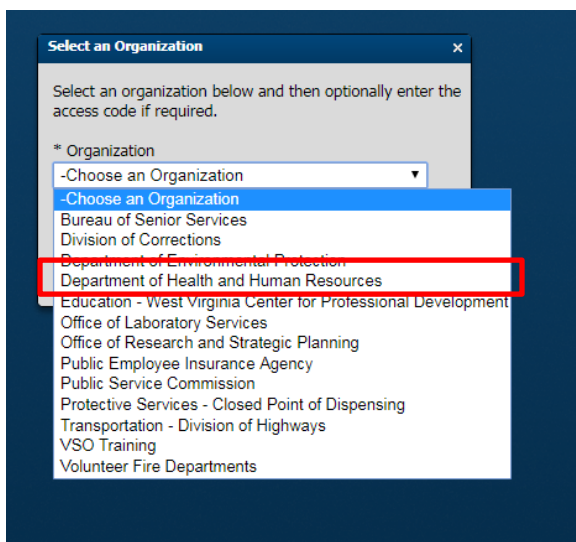
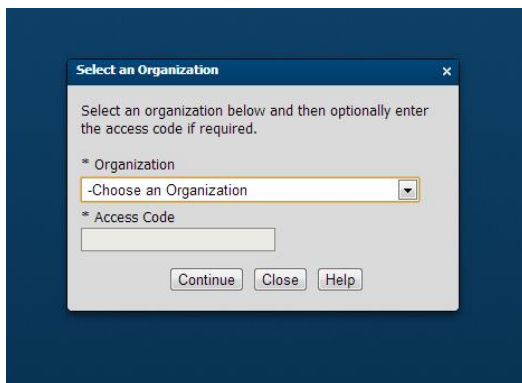


Instructions for enrolling in Public LMS Course:

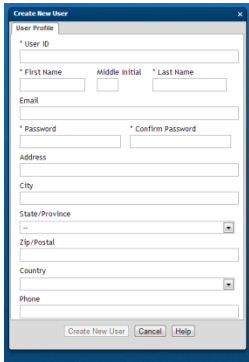
1. Go to website: www.onlinelearning.wv.gov/student
2. If this is your first time at this site, you must build a profile. Click on the Create New User button.



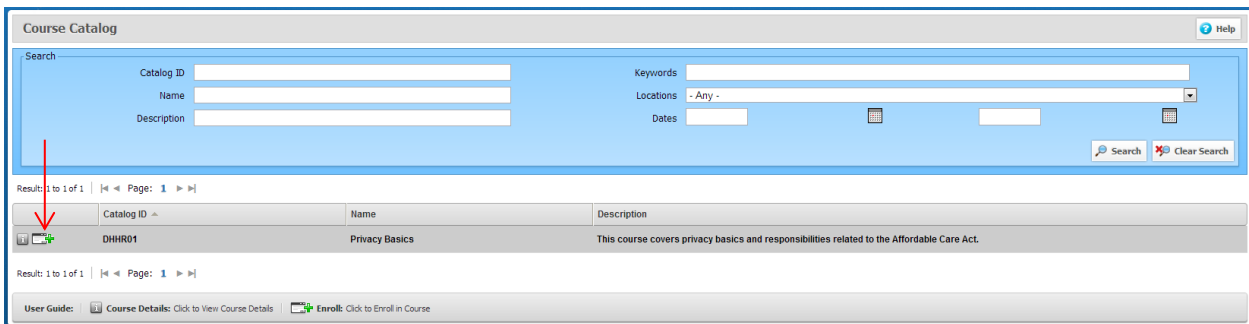
3. From the next dialog box, open the drop down list arrow and choose your organization. Then click **CONTINUE**.




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.



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.

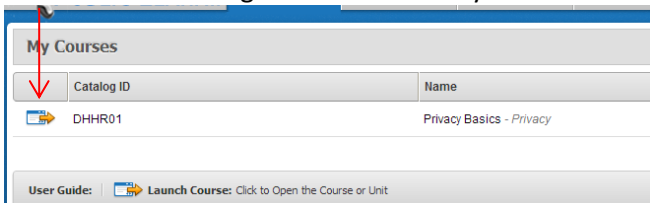



	Catalog ID	Name	Description
	DHHR01	Privacy Basics	This course covers privacy basics and responsibilities related to the Affordable Care Act.


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.



Catalog ID	Name
 DHHR01	Privacy Basics - Privacy

User Guide:  Launch Course: Click to Open the Course or Unit