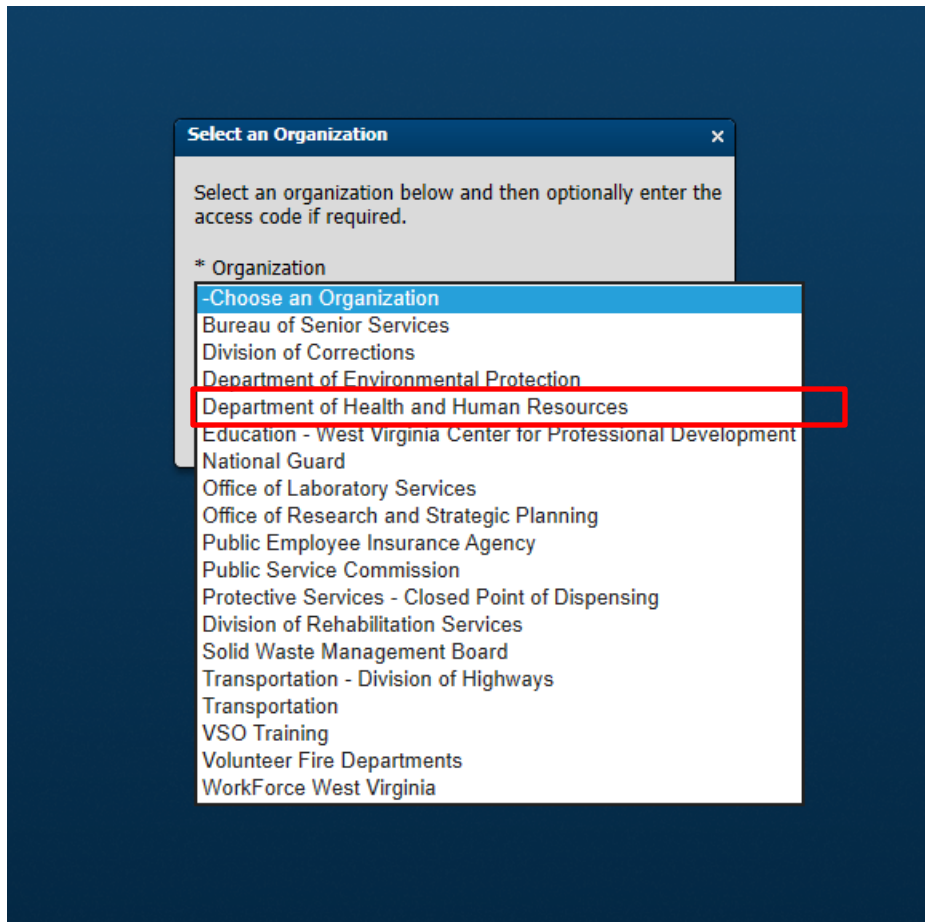


Instructions for enrolling in a Public LMS Course:

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 (Department of Health and Human Resources).



4. Fill out the Create New User profile. All fields with an * are necessary fields. You will create your own User ID and password. Make sure to take note of your User ID and password. This will be what you use when you log in to the Public Learning Management System. Click on Create New User to complete profile.

Create New User

User Profile

* Indicates a mandatory field

* User ID

* First Name Middle Initial * Last Name

Email

* Password * Confirm Password

Language Preference
English

WCAG Assistance

Create New User Cancel Help

5. This will bring you to the course catalog. The classes will be showing in the Course Listing. To select your course, click on the Enroll button which is a 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.

State of West Virginia
PUBLIC LEARNING CENTER

My courses My Calendar Course Catalog News

Testing 7 (Student)

Help


Catalog ID: DHHR202P Tags: - Any -





Title: Locations: - Any -

Description: Start Date: End Date:

Search Clear Search

Result: 1 to 1 of 1 Page: 1

Enroll	Catalog ID	Title	Description
 Enroll	DHHR202P	Packaging and Shipping of Clinical Laboratory Specimens	This course provides an overview of best-methods for shipping clinical laboratory specimens to the West Virginia Office of Laboratory Services (OLS). It is specifically designed to educate Local Health Department personnel on the safe packaging, labeling, and shipping of Category B Biological Substances to OLS. The course will also explore the regulatory oversight agencies for the transport of laboratory specimens. Through knowledge checks and the course quiz, end-users will demonstrate an ability to properly classify, package, and label clinical laboratory specimens.

Legend:  Course Details: Click to View Course Details  Enroll: Click to Enroll in Course  Enroll: Click to Enroll in Curriculum  Preview: Click to Preview Course

Result: 1 to 1 of 1 Page: 1

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

State of West Virginia
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My Courses My Calendar Course Catalog News


Testing 7 (Student)

Enrolled Completed Transcript

Enrolled Expired Courses Help

Title	% Complete	Status	Enroll Date	Expiration	Due Date	Catalog ID	Score	Prerequisites	Info
Packaging and Shipping of Clinical Laboratory Specimens	0%	Not Attempted	2018-07-20			DHHR202	0		
Peer Recovery Support Specialist Certification Course	10%	Started	2018-07-20			DHHR100	0		

Legend: Launch Course: Click to Open the Course or Unit

7. Click the Launch button  (to the left of the Title) to start the course.

8. Once the course is completed, it will move to the Completed tab. To view the video again, move to the Completed tab and relaunch the course.

State of West Virginia
PUBLIC LEARNING

My Courses My Calendar Course Catalog

Enrolled Completed Transcript

Completed