Instructions for enrolling in a 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
3	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 (Department of Health and Human Resources).

Select an Organization X
Select an organization below and then optionally enter the access code if required.
* 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 Professional Developm
Office of Laboratory Services
Office of Research and Strategic Planning
Public Employee Insurance Agency
Public Service Commission
Protective Services - Closed Point of Dispensing
Division of Rehabilitation Services
Solid Waste Management Board
Transportation - Division of Highways
Transportation
VSO Training
Volunteer Fire Departments
WorkForce West Virginia

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.

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Catalog ID	DHHR202P		Tag	gs 🔹
Title			Locations	ns - Any - 🔹 🔻
Description			Start Date	ite End Date
Result: 1 to 1 of 1 H 🖪 Pa	ge: 1 ▶ ►			🔊 Search 🤌 Clear Sear
Enroll	Catalog ID 🔺	Title	D	Description
	DUUD202D	Packaging a	Ti V and Shipping of p	This course provides an overview of best-methods for shipping clinical laboratory specimens to the W Virginia Office of Laboratory Services (OLS). It is specifically designed to educate Local Health Depart personnei.on the safe packaging, labeling, and shipping of Category B Biological Substances to OLS.
Enroll	DUUKSOSh	Clinical Laborat	tory Specimens c ki ai	course will also explore the regulatory oversite agencies for the transport of laboratory specimens. In knowledge checks and the course quiz, end-users will demonstrate an ability to properly classify, pack and label clinical laboratory specimens.
Enroll	DHIKZUZP	Clinical Laborat	tory Specimens c k au	course will also explore the regulatory oversite agencies for the transport of laboratory specimens. Ih knowledge checks and the course quiz, end-users will demonstrate an ability to properly classify, pack and label clinical laboratory specimens.

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

Enrolled Transcript Enrolled Title % Complete Status A Enroll Date Expiration Due Date Catalog ID Sco	Turind Ourses								The state of the second s		
Title % Complete Status Enroll Date Expiration Due Date Catalog ID Sco	Enrolled Completed Transcript Expired Courses Vertex										
	e Prerequisites Info	Score Prerequi	Catalog ID	Due Date	Expiration	Enroll Date	Status 🔺	% Complete	Title		
Packaging and Shipping of Clinical 0% Not Attempted 2018-07-20 DHHR202	0	0	DHHR202			2018-07-20	Not Attempted	0%	Packaging and Shipping of Clinical Laboratory Specimens		
Peer Recovery Support Specialist 10% 🥹 Started 2018-07-20 DHHR100	0 🔳 🖸	0	DHHR100			2018-07-20	Started	10%	Peer Recovery Support Specialist Certification Course		

7. Click the Launch button

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(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 Virgin	My Courses	My Calendar	Course Catalog	
Enrolled Completed Transcript Completed				