Learning Management System (LMS) Instructions

After you have purchased your courses, you will receive an email with your Username and Password to access your LMS.

Step 1

Logging into your LMS
Please bookmark www.learninglogin.com for future use.

Enter your username and password at learninglogin.com, click the login button. Once you have logged into the LMS, there are a variety of things you can accomplish. Some of the main functions include:

- Assigning courses to your employees;
- Managing your existing employees;
- Following your employees progress;
- Review your reports;
- Order more courses.

Step 2

Welcome to your LMS

On the home page click on the "My Courses" icon. Here you will find the amount of courses you have available to assign to your employees.

How to add employees
To add an employee, click on the "Manage Users/Courses" tab. Then click on "Add a new User" to add your employee. Enter the first and last name, create a username and password (a suggestion is to use the first and last name for the username and password; it will be easiest to remember for everyone). Fill in the necessary information (fields with * are required).

Note: If you get an error message "username is already in use", please select a difference username, or you can use the person's email address as the username.

Identical e-mail addresses cannot be used.

For those companies with many employees, it is advised to enter in specific information in the UDFl or UDF2 fields when creating the trainee (UDF = User Defined Fields). ie: branch number, department, etc. This will enable the company administrator to easily assign units to certain groups of individuals or find reporting specific to these groups.

Click the "SAVE" button, trainees name will now appear in the trainee list [after save has been selected, you will be taken to that new trainee in the list]

If the trainee does not have an e-mail address, you may leave the e-mail field blank. However, you will need to manually provide the Username and Password information to the employee [found under the "Manage Users/Courses" on the top navigation bar].

You have the ability to sort by first, last name – and also an advance search if you happen to have a lot of users set up.

Step 3

Assign Course to the Trainee
Now you can assign courses to your employees. Select the name of the user(s), and then click green "Assign Units" button.

You may search for particular individuals to narrow down your list and you may also search under the UDF fields to narrow your results to a particular group of trainees.

On the next screen there are three steps to follow:

1. Select the trainee(s) by checking on the empty box beside the appropriate trainee's name. If you would like to select all trainees in your list, you can check the "Check All".

2. Then select one or more courses to assign and click "submit".

3. You will then be prompt to "send Email to Selected Users?" This will send an email to all trainees selected informing them of their username, password and the link to the login page learninglogin.com.

Note: When users do not have an email, you will need to make them aware of their username and password (which is also why we suggest the username be the same as the password when setting up an individual). You can obtain their usernames by clicking on the "Export Users" button under "Manage Users/Assign Courses" tab.

Step 4

Unassign a Trainee
Should a trainee not require the training after it is assigned, the training unit (course) can be returned to inventory, as long as the course has not been started.

Click on the "Home" Tab. If you select "Unassign/Send Emails" (for any course) you can click the check box next to the necessary users and then click "Un-assign" – the course(s) will go back into your course inventory on your Home Page Tab.
Note: You cannot un-assign a course that a user has already started.

Step 5

To view which employee has taken their training, and who hasn't completed yet, or to print certificates for users, click on the "Reports" tab.
As you add users, and they have been assigned training their first and last name will always appear under "Trainee Activity" Tab. Your "Not completed" Tab will allow you to know who is not finishing their training. Once users have completed training – you will see under "Print Certificate" the option to print a wallet size and full size certificate.

Administrator

As the administrator you can change the settings to of your LMS to meet your needs. On the home page, click on the "My Profile" tab, here you can upload your company's name and logo so that it appears on your certificates. You can set trainee completion timelines and reminders for your employees.