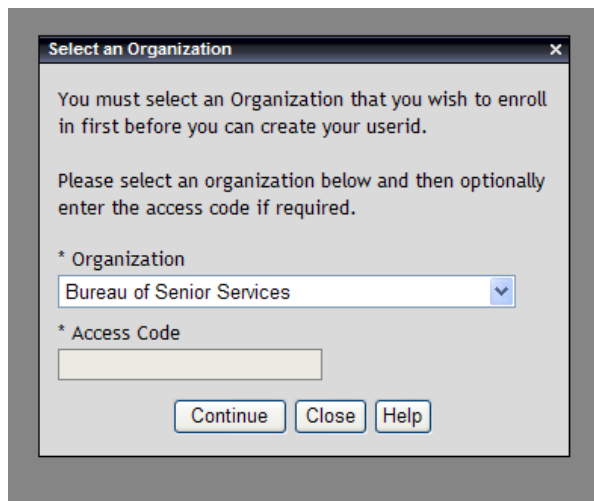


Instructions for Enrolling in the State Learning Management System

1. Go to website: www.onlinelearning.wv.gov/student
2. **First time** – must set up your student account by selecting **Create New User**. Be sure to right down the ID and Password you create for your account for future use. Select the Create New User button to set up your account.



3. The next dialog box will ask you to select the agency you are affiliated with. Open the drop down arrow to select your agency affiliation. There is no access code required. Click the **Continue** button.

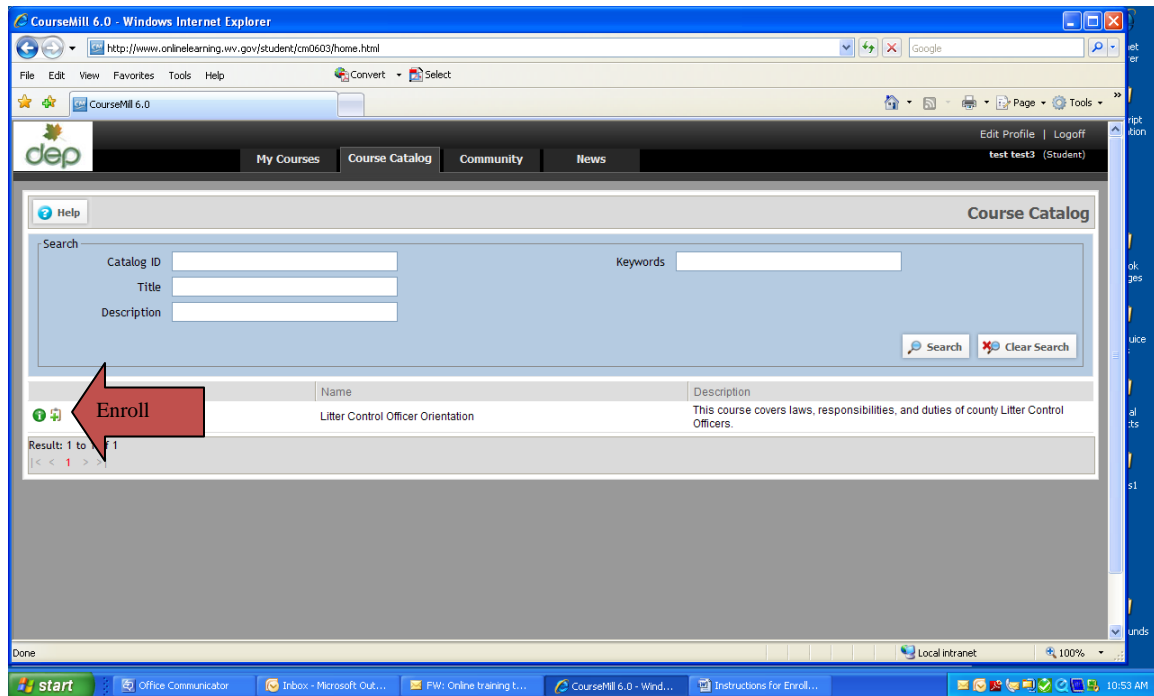


4. The Create New User dialog box appears. There are two pages to it. You may use any ID and Password you choose. Be sure to write it down in case you need it in the future. Fill out each piece of information. Make sure to click on the Sub Orgs tab to enter the county you are with. Once you have completed the profile, click the Create New User button at the bottom of the box.

The screenshot shows a 'Create New User' dialog box with the following fields and controls:

- Tabbed interface: 'User Profile' (active) and 'Sub Orgs'.
- * User ID: Text input field.
- * First Name, Middle Initial, * Last Name: Three text input fields.
- Email: Text input field.
- * Password, * Confirm Password: Two text input fields.
- Address: Text input field.
- City: Text input field.
- State/Province: Dropdown menu with '--' selected.
- Zip/Postal: Text input field.
- Country: Dropdown menu with '--' selected.
- Phone: Text input field.
- Buttons: 'Create New User', 'Cancel', and 'Help'.

5. A Terms of Agreement window will display. Click that you accept the terms of using the LMS.
6. You are now in the Learning Management System. The Course Catalog will display with available courses. Find the Litter Control Officer course. Enroll by clicking on the white board.



7. After you enroll, select the My Courses tab at the top. Open your course by clicking once on the title. Launch your course by clicking on the orange box.