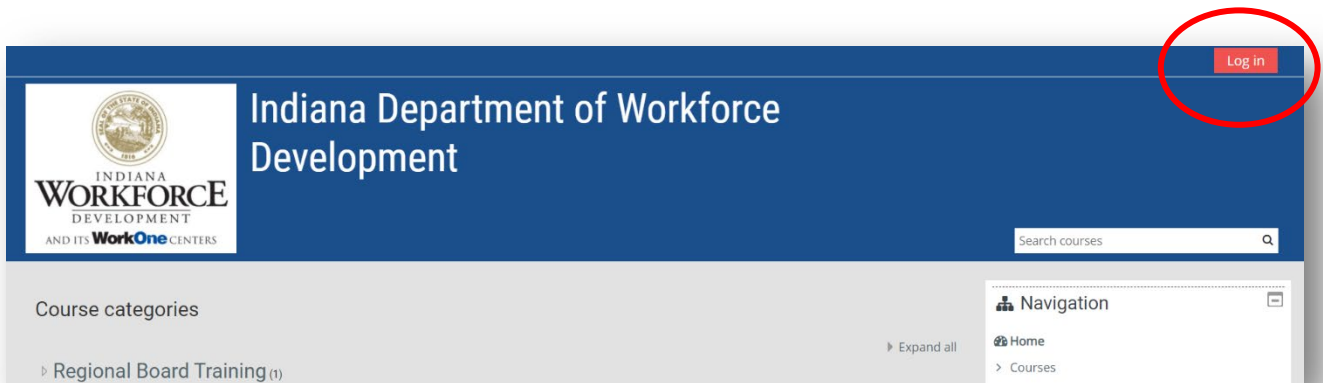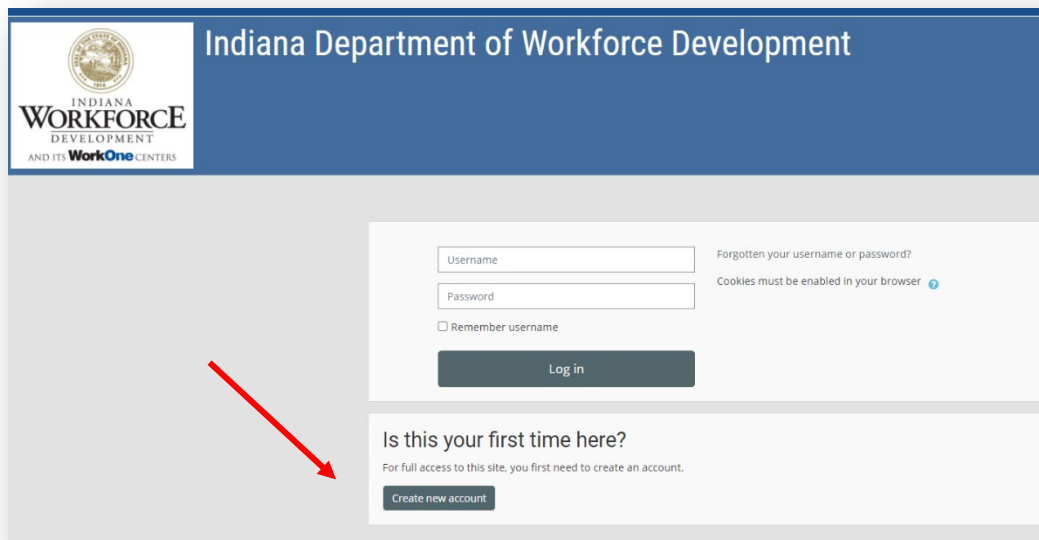# Creating an Account and Training Course Enrollment

Access the training course by clicking the following link: https://lms.dwd.in.gov/

Click on **"Log in"**

Click on **"Create new account"**

NOTE: Required fields will be marked with a red exclamation mark.

Create a **"Username"**

NOTE: Use all lower-case letters

Create a **"Password"**

NOTE: The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #.

Enter your email twice.

Enter your first name.

Enter your last name.

NOTE: City/town and Country are optional fields.

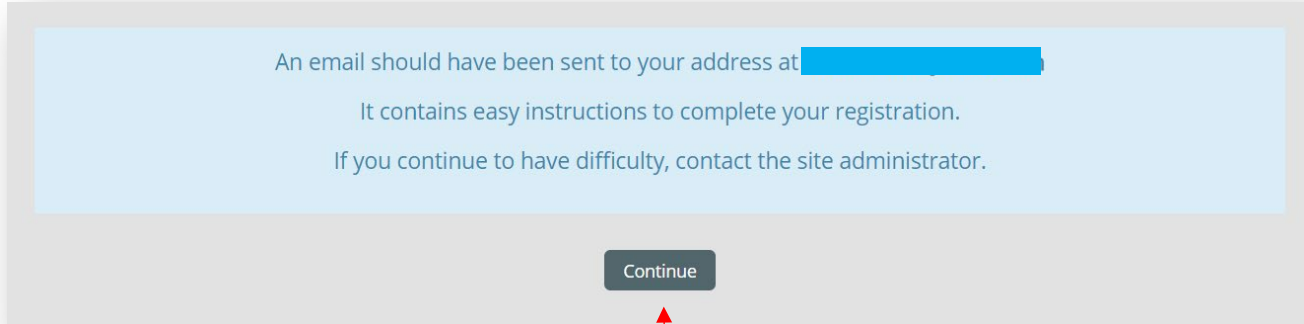Click on the **dropdown box** and select your **region**.

Then click **"Create my new account"**.

You will receive a notification to **go to your email** to complete the **registration process**.

An email should have been sent to your address at ████████████████

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

Continue

Do not click "Continue"

You will receive an email from **"LMS Admin User (via IN DWD)"** that provides a link to confirm your email address. Email Subject- **Indiana Department of Workforce Development: account confirmation**

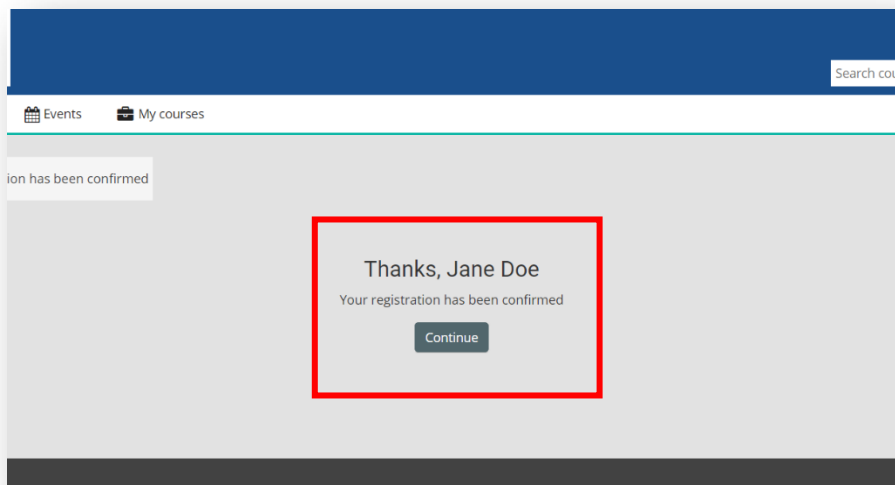**From:** "LMS Admin User (via IN DWD)" <noreply@dwd.in.gov>
To: "Jane Doe"
Sent: Fri, Jul 9, 2021 at 11:16 AM
Subject: Indiana Department of Workforce Development: account confirmation
Hi Jane Doe, A new account has been requested at 'Indiana Department of Workforce Development' using your email address. To confirm your new account, please go to this web address: https://lms.dwd.in.gov/login/confirm.php?data=5cmICmErnw13SrE/jane123 In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window. If you need help, please contact WDB Training, wdbtraining@dwd.in.gov

Once you have clicked the link, you will be taken back to the training module. Click "**Continue**".

Events   My courses   Search cour

ion has been confirmed

Thanks, Jane Doe
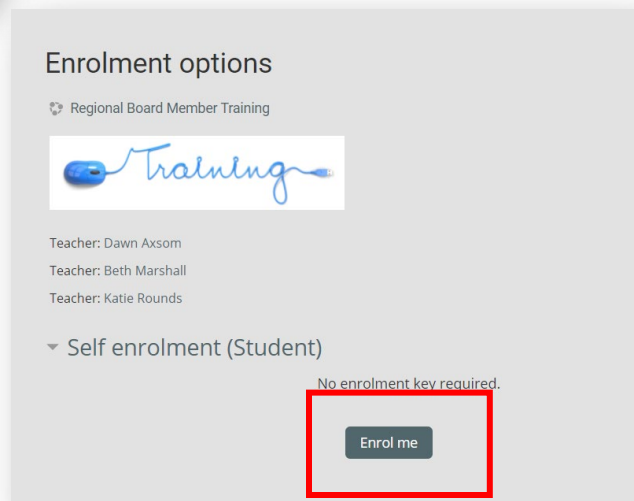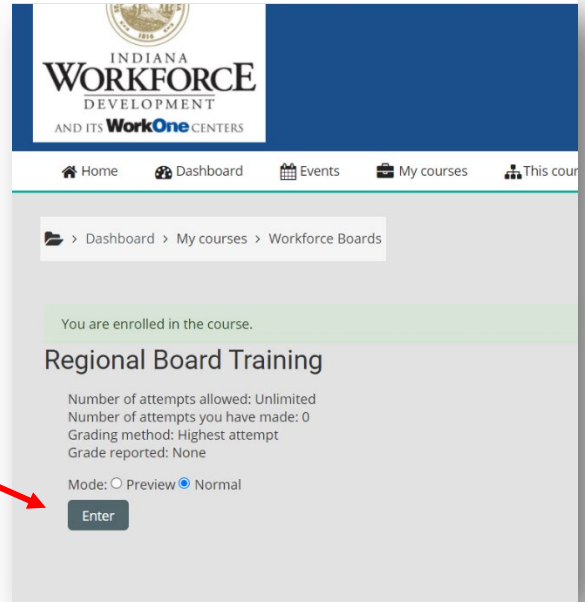Your registration has been confirmed
Continue

Training Course Enrollment
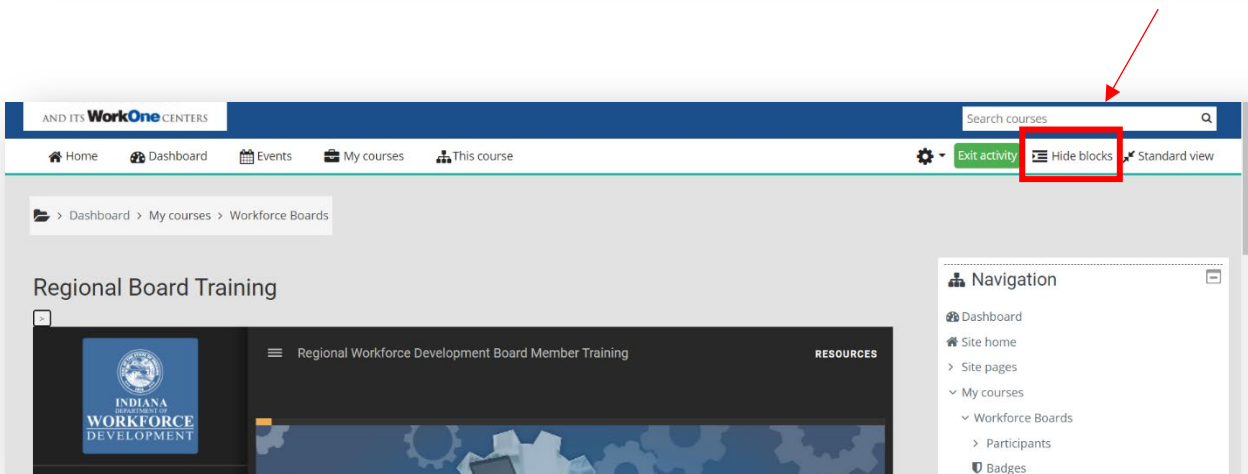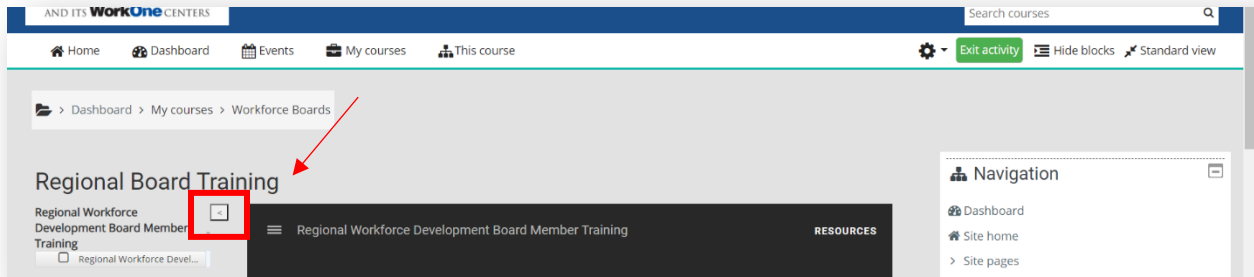
Click on **"Home".**
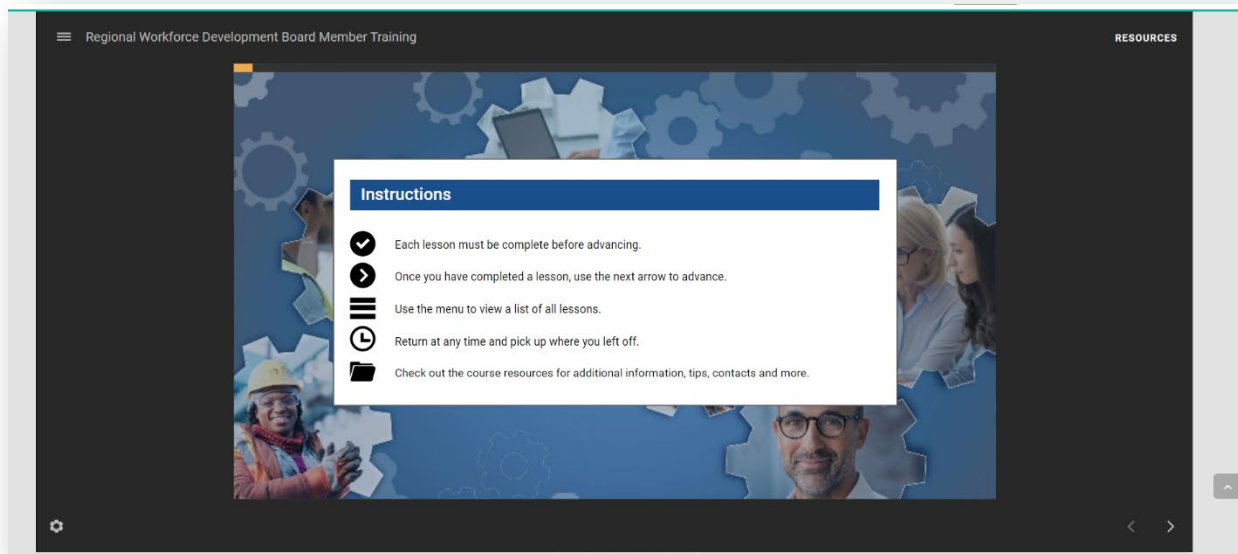

Click on **"Course".**
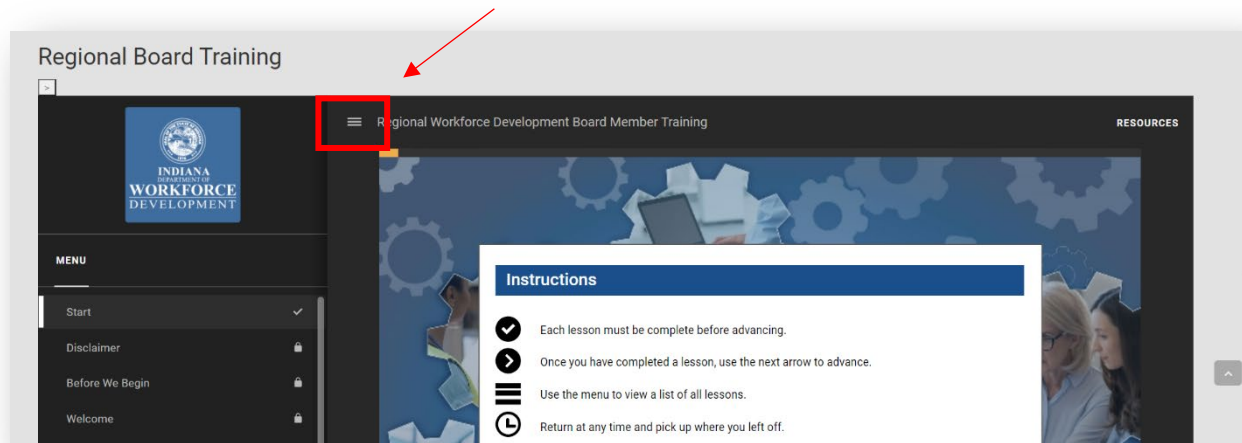

Click on **"Enroll me".**

You are now enrolled in the course. Click **"Enter"**

You can now start the course. To expand course content, click on the following:

If you do not wish to view the course menu, click on the following to collapse.

- Be sure to read the **Instructions.**
- You must complete all content on each slide to be able to move forward in the course.
- You can complete the training in more than one session. You will pick up where you left off.
- **It is highly recommended you complete the course prior to reviewing previously completed slides.**
- Once completed, you can view slides in any desired order by using the course menu.

Logging back into the Training
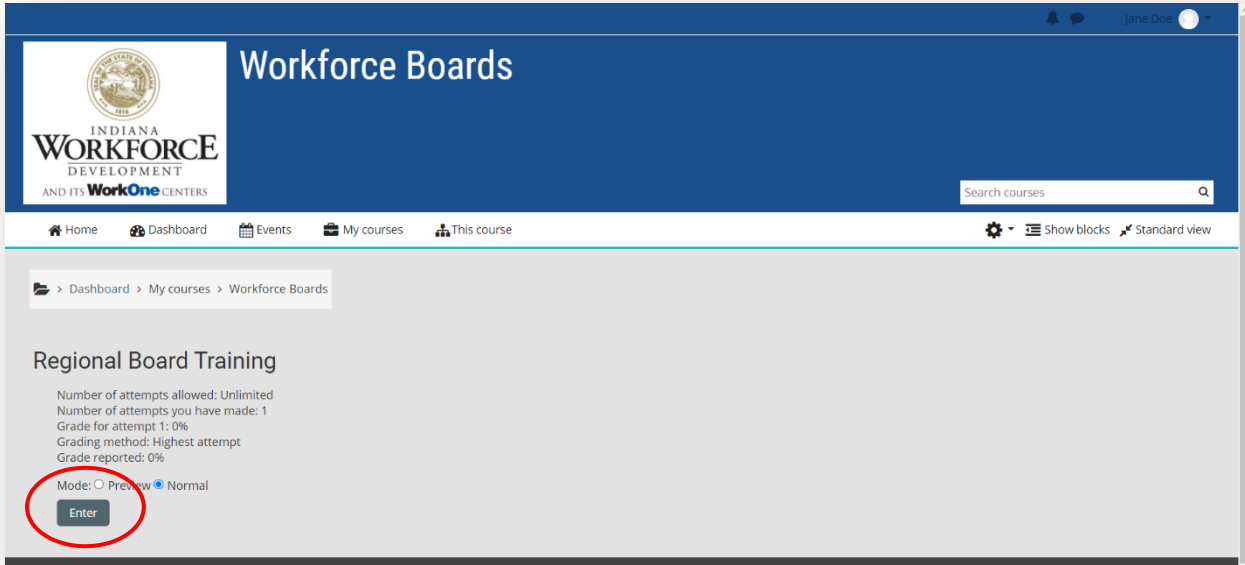
Click on "**Log in**"
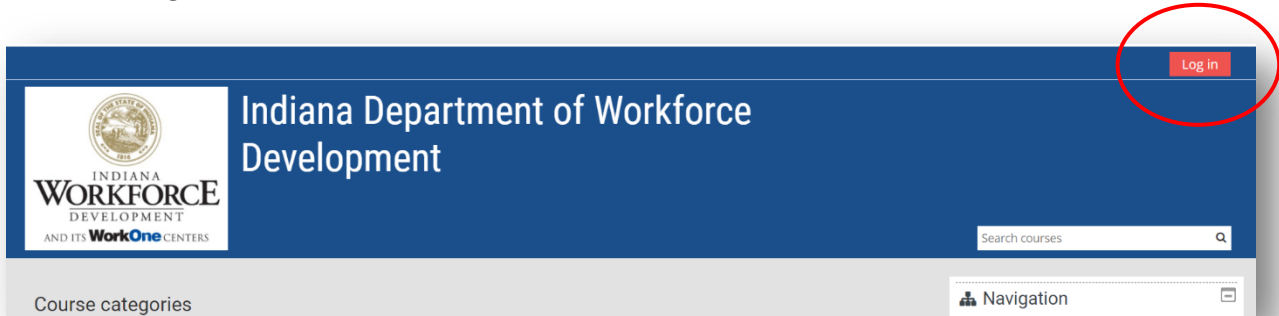
Enter your **Username** and **Password** and click **"Log in".**
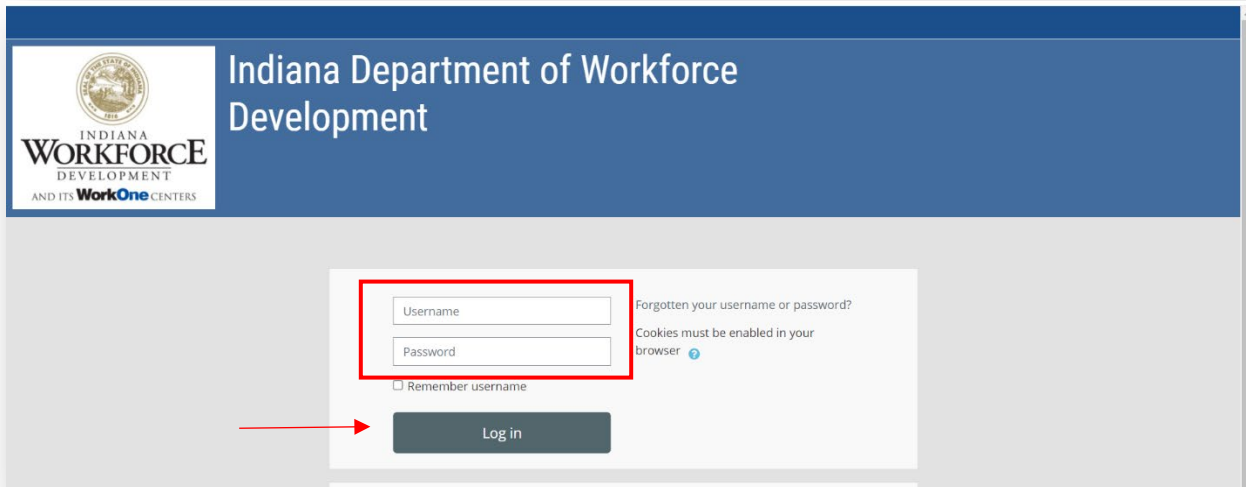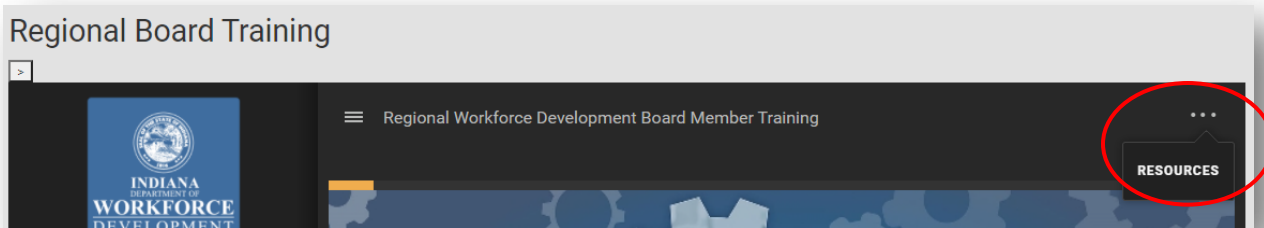

Click on **"Training".**

Click on **"Enter"**

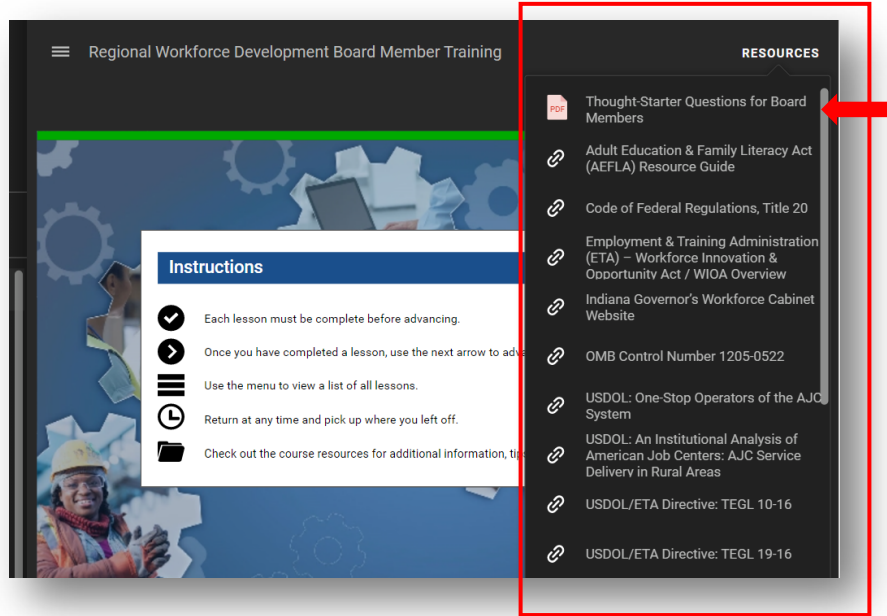**NOTE: You will need to expand the training as discussed on pages 5 and 6.**

Accessing Training Content Resources

Click on the "**Ellipsis"** and/or the word "**Resources**".

You are provided a list of active links to various course resource materials.

The first resource on the list is a printable PDF file containing the "Thought Starter" questions from the course. You can use the list as a reference at board meetings to learn more about topics that are specific to your region.

Links to the other resources will open a new window to the referenced document or website.

Congratulations on your new board appointment!

We wish the best in your service to your board and your community.