



NAVIGATION AFTER LOG-IN

Assigned Courses/Courses You Have Registered For

- Your assigned courses appear on your homepage or “Home” button. They’ll be under one of the three Categories: “Not Started, In Progress, Completed.”

Register For a Live Virtual or In-Person Course

- To register for virtual or live only courses click on “Live Sessions” on the left side of the screen. Next click “Via Content Library” under the Assignment Type header and the “Apply” button.
 - After doing the above you can use the Search on the top right or choose a “Session Type” and click Apply to narrow down your search. Most courses in the library are considered webinars. **Neither of these options will work if the “Via Content Library” is not previously selected.**
- Click the register button by the date/time you want to attend. Follow prompts on the next screen to complete registration. *You must click the green register button to complete your registration. If the green button is not clicked, you are not registered for the course.*
- You will then receive a confirmation email from system@litmos.com. If the virtual link was provided, it will be included in your confirmation email.

Register And Complete a Self-Led Course

- To register or browse courses beyond our live sessions, choose “Content Library” from the left-hand navigation area. Then use the Topics filter and choose “Self-Led.”

Evaluation

- Using your My Training Dashboard, select In Progress or Completed and locate the course. Click on the course name and the class dashboard will appear. Scroll down until you locate “Evaluation: Course Title Here” and click on it. A new screen will appear. Click the “Start” button to begin the evaluation. When you are finished, click the “Exit” button located on the upper right corner of your screen.

Certificates Of Achievement

- To view certificates for courses you have completed, click on “Achievements” on your Dashboard. You will see a list of courses you have completed. They will each have a Download Certificate option.

Contact Information/Profile Updates

- To update your contact information, click on the person icon on the top right of the screen and select “My Profile and Settings.” *Your username should always be the same email as your contact email.*