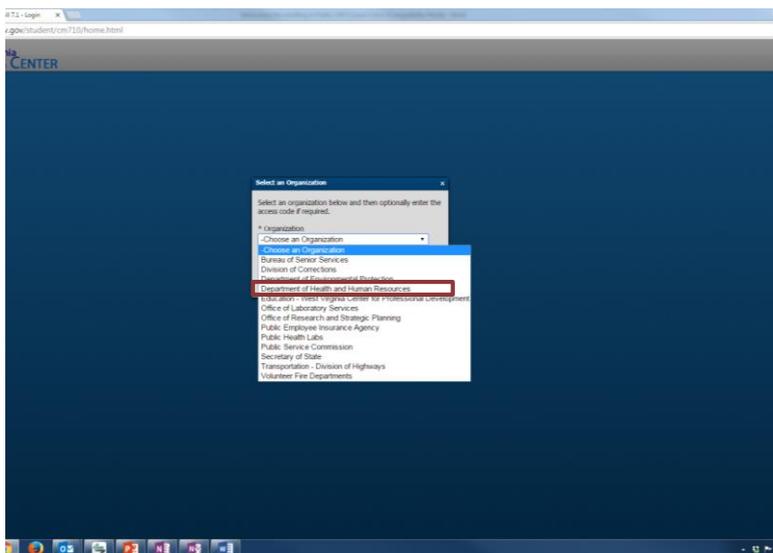


Instructions for enrolling in Public LMS Course:

1. Go to website: [www.onlinelearning.wv.gov/student](http://www.onlinelearning.wv.gov/student)
2. If this is your first time at this site, you must build a profile. Click on the Create New User button.

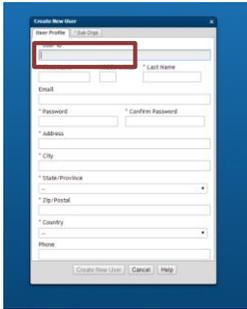


3. From the next dialog box, open the drop down list arrow and choose your organization (Department of Health and Human Resources). Click Continue.

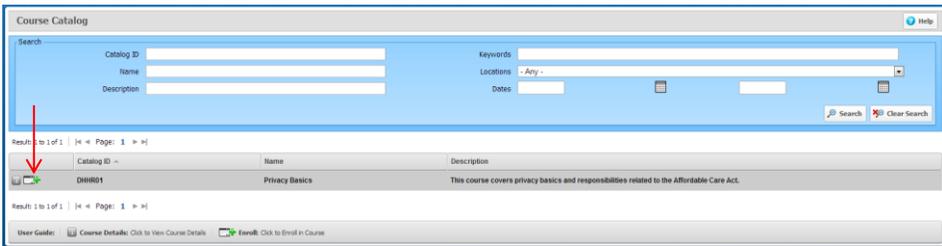


4. Fill out the profile. You will create your own User ID and password. Make sure to note the ID and password where you can remember it. Click Create New User button at bottom.

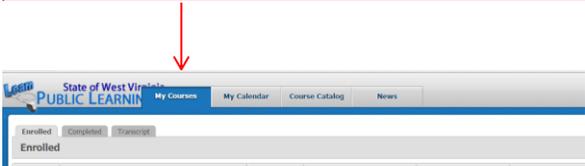
Deleted: ¶



5. This will bring you to the course catalog. All offered courses are listed in the Course Catalog. To select your course click on the 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.



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



7. You will know that you are enrolled in Session when it shows on your My Courses tab. You may return to the Course Catalog to enroll in additional sessions at any time.

Commented [HPA1]: Does the My Courses tap appear with in the heading like this? If not can this be fixed in the instrutions?