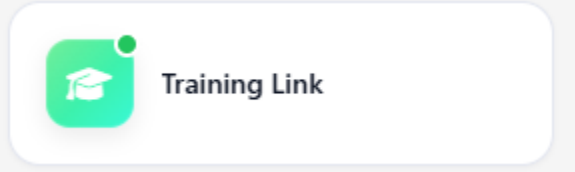
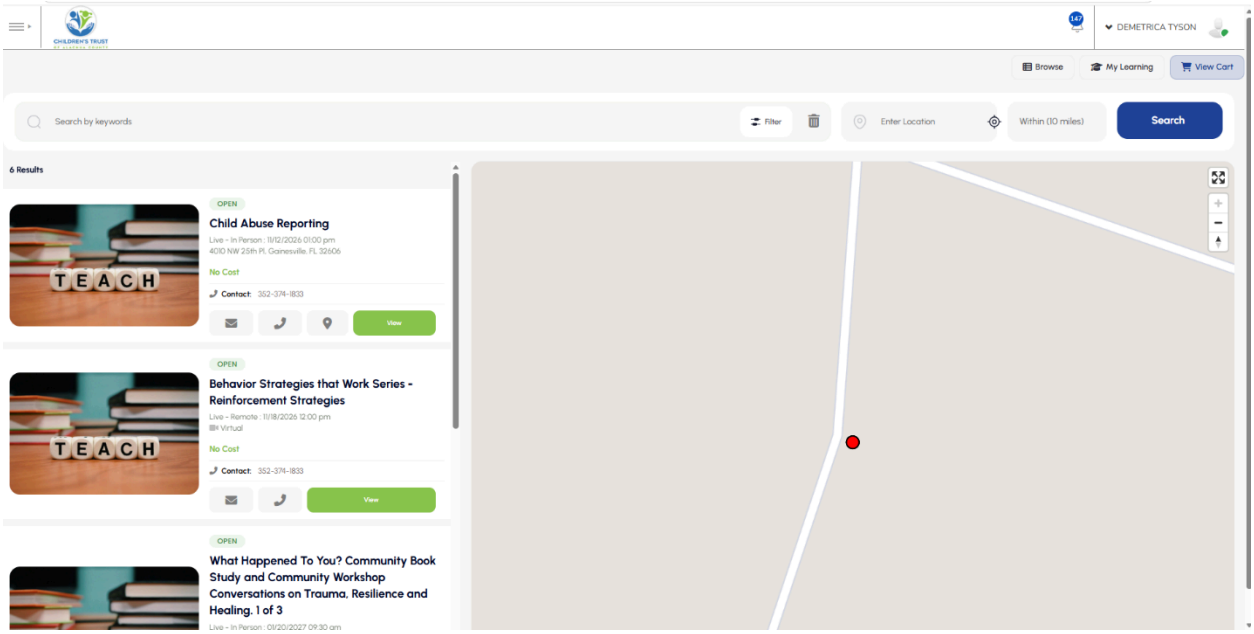
LMS User Guide

1. Go to **Training link** or use the web browser link [Children's Trust of Alachua County]

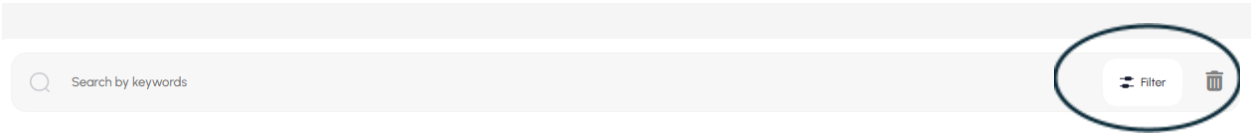


2. Non Samis users will create a login.

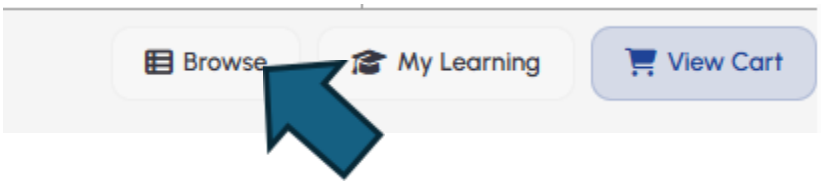
3. Click **View** available courses

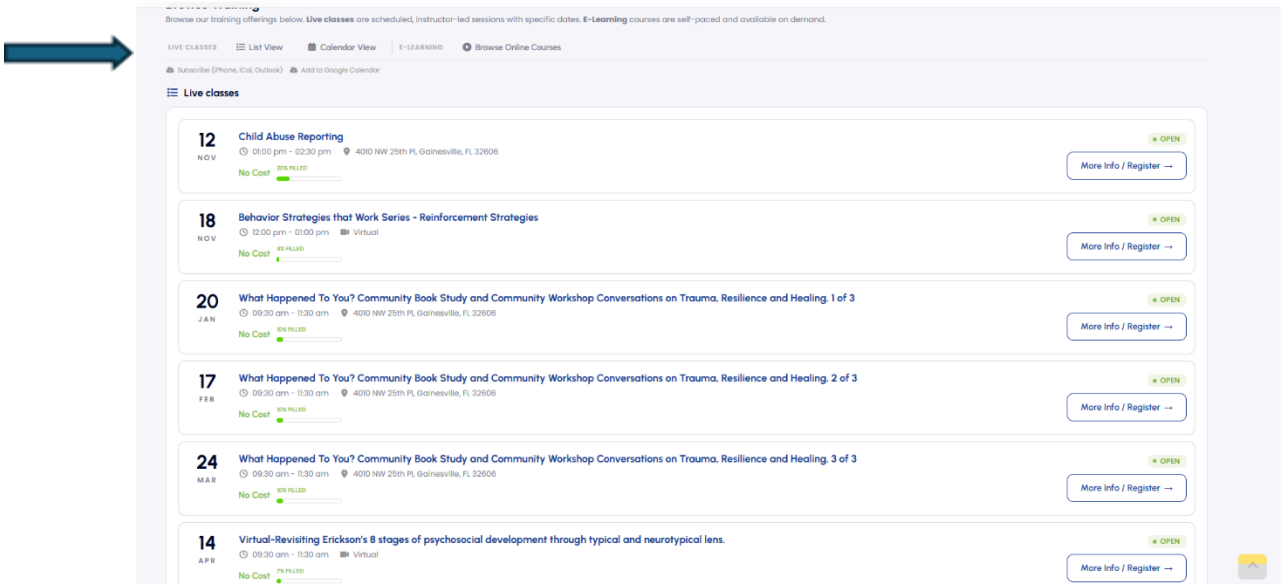


4. You may need to Clear filter if you don't see all available courses

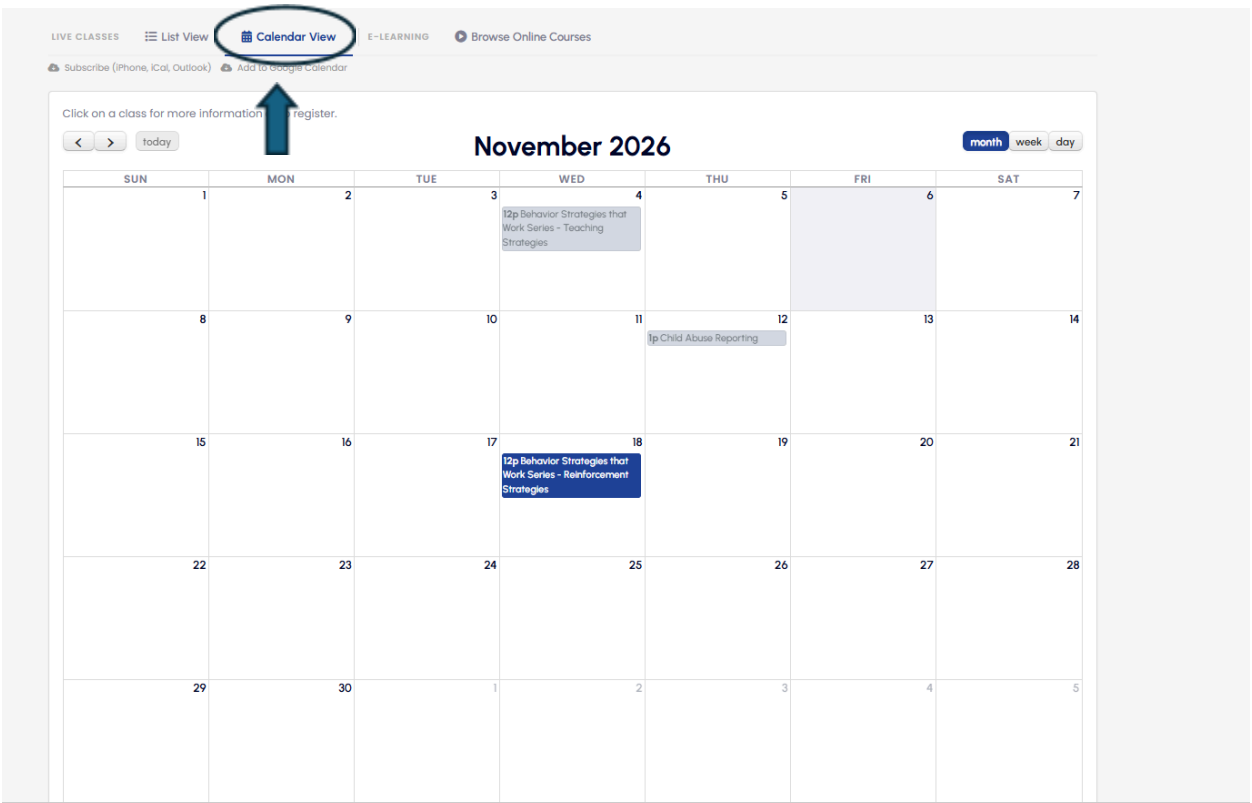


5. Click **Browse** to see course options

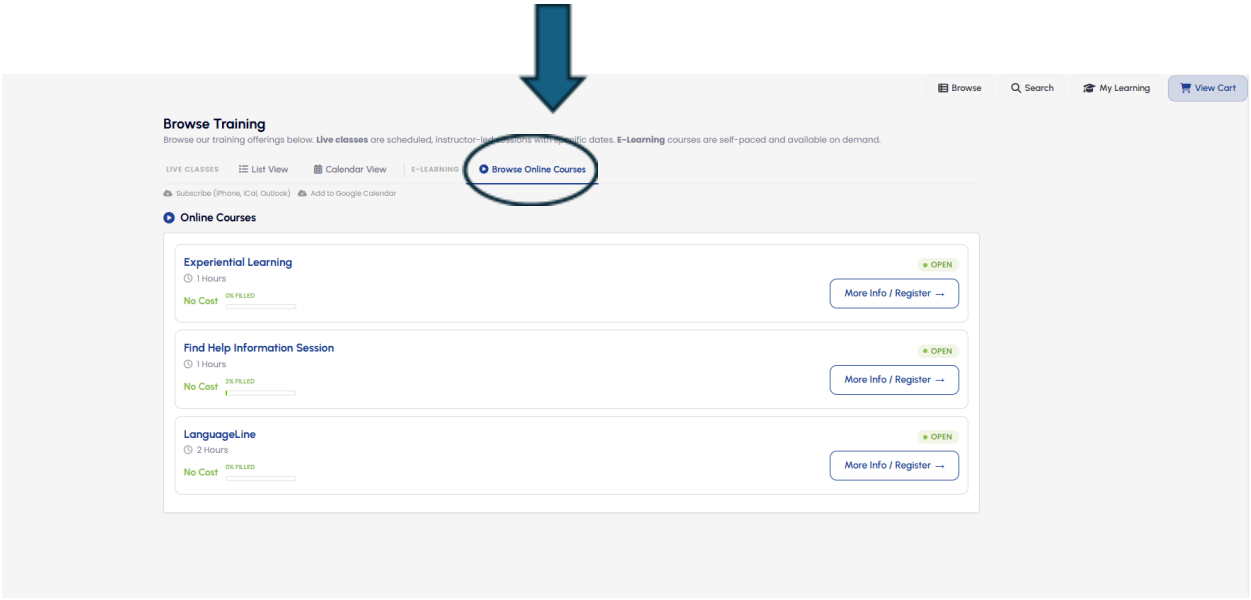




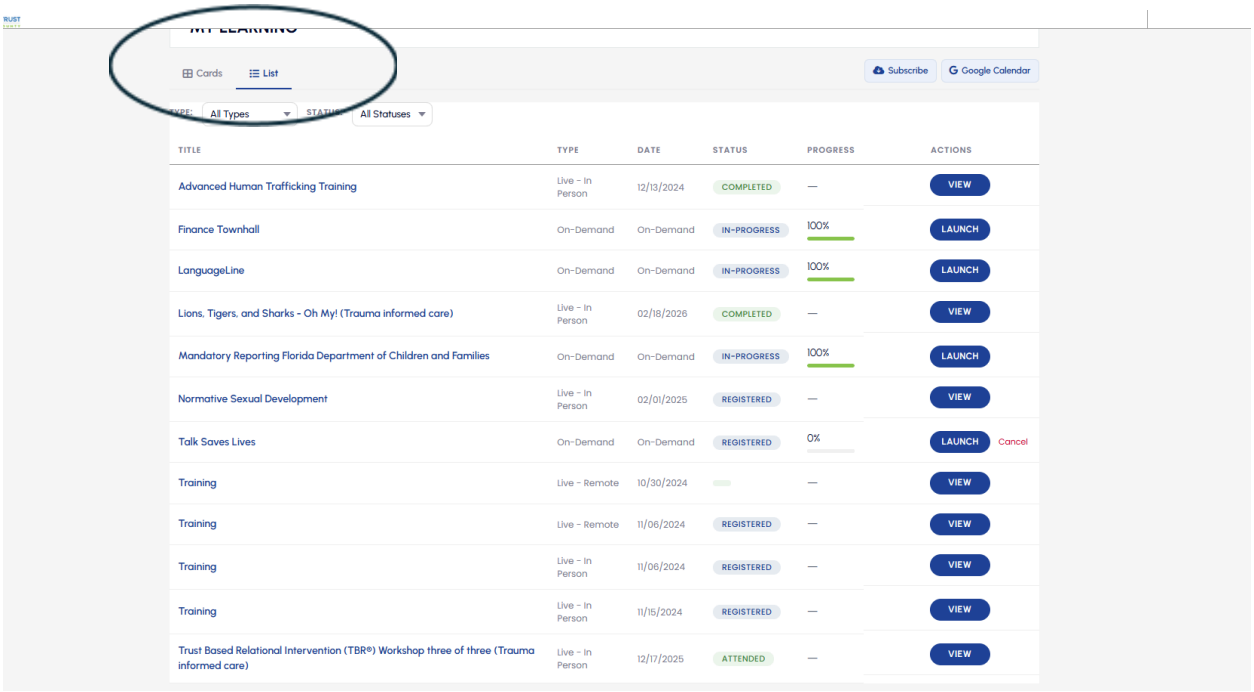
6. Or you can choose **Calendar view**



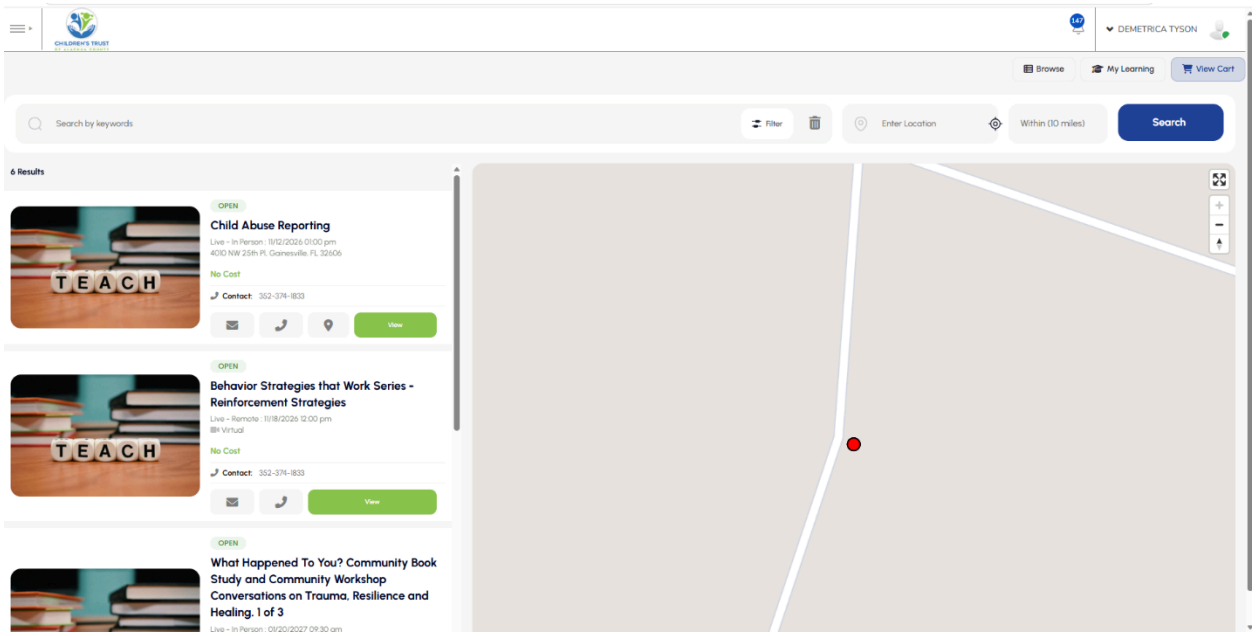
7. You may choose **Browse online view**



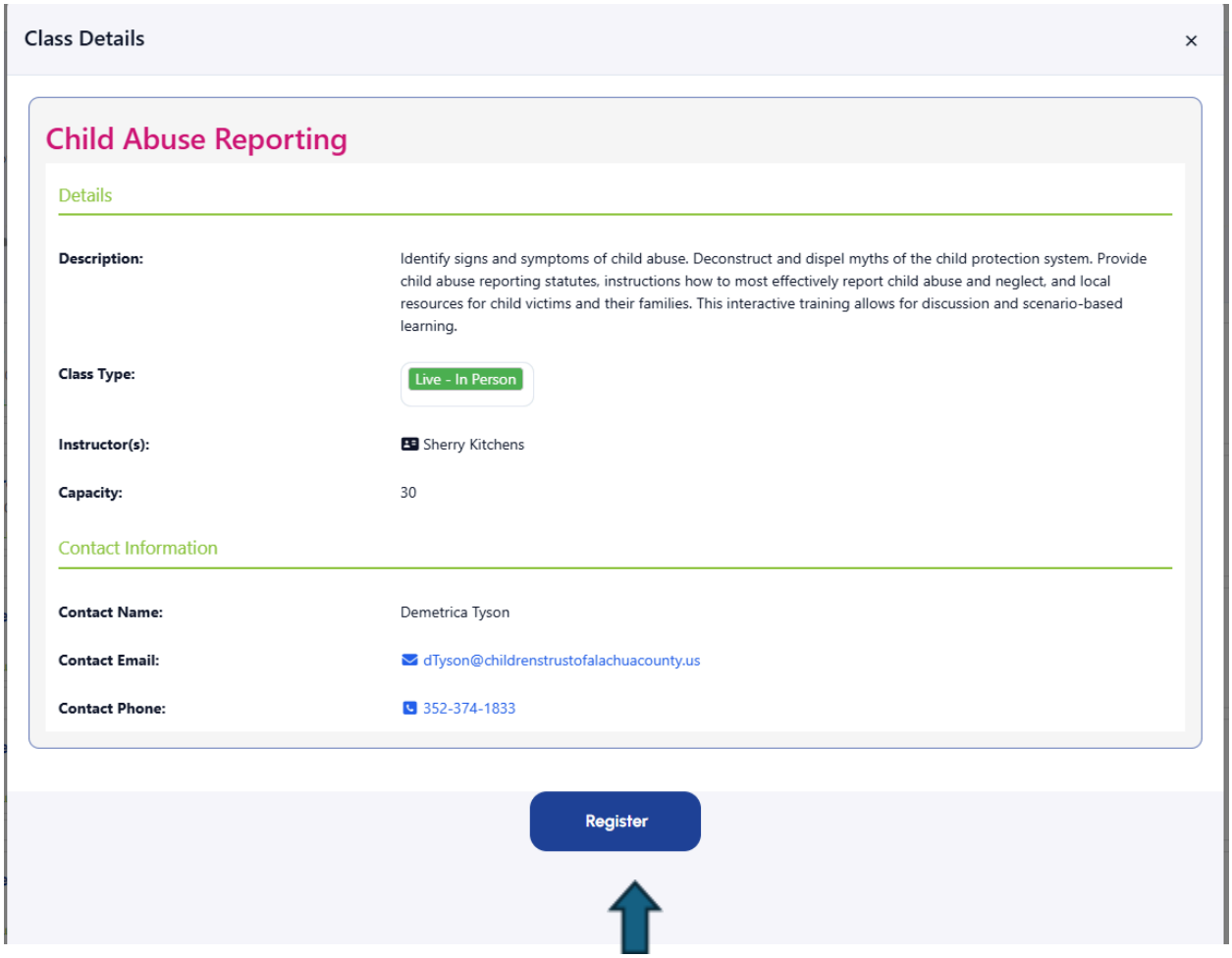
8. You may also choose **My learning list view**



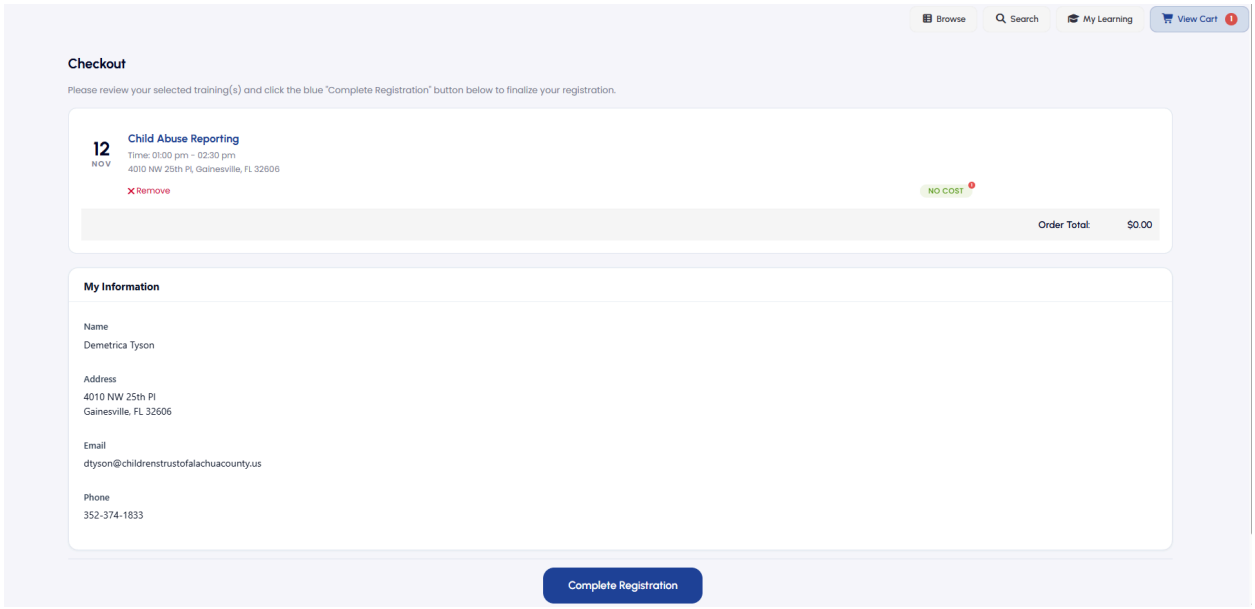
9. To sign up for a course



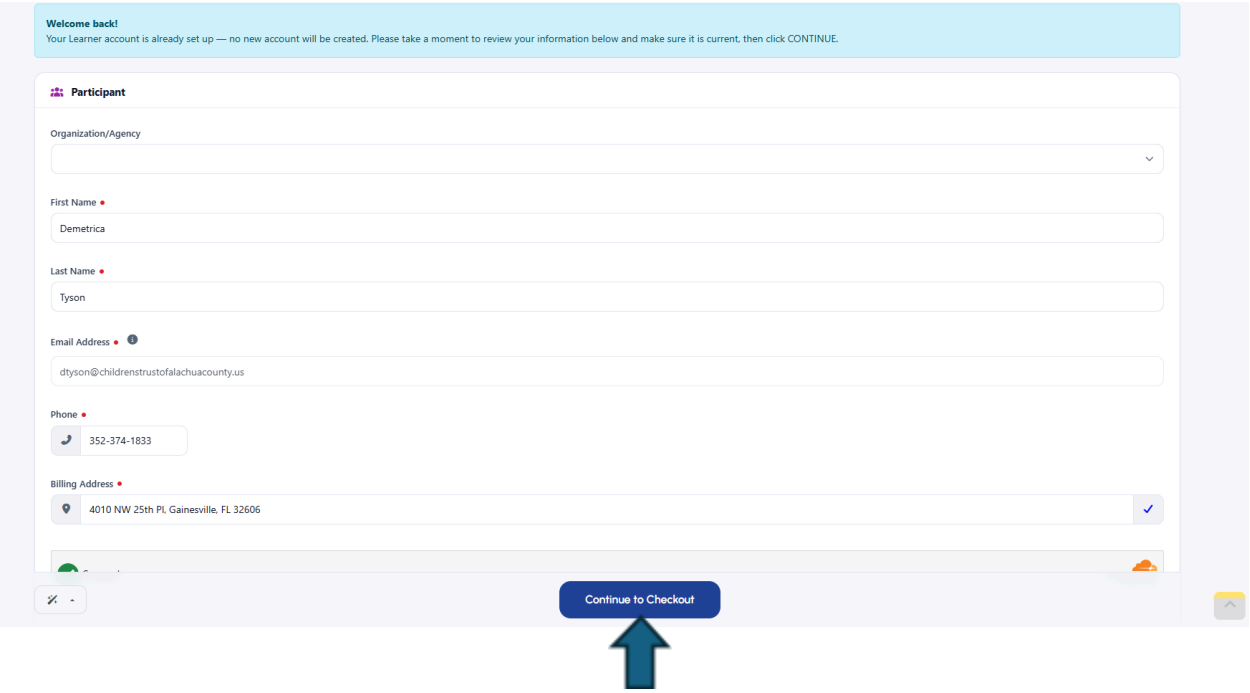
10. Click **View** on the course you wish to attend.
11. You will see **Class Details**. Click the **Register** button.
12. Enter your registration information



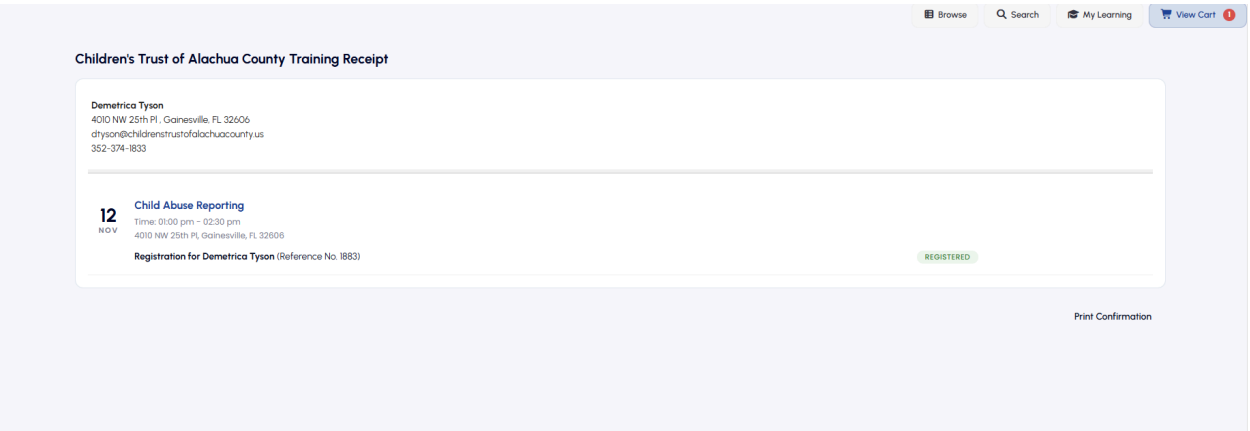
13. Click **Complete Registration**.



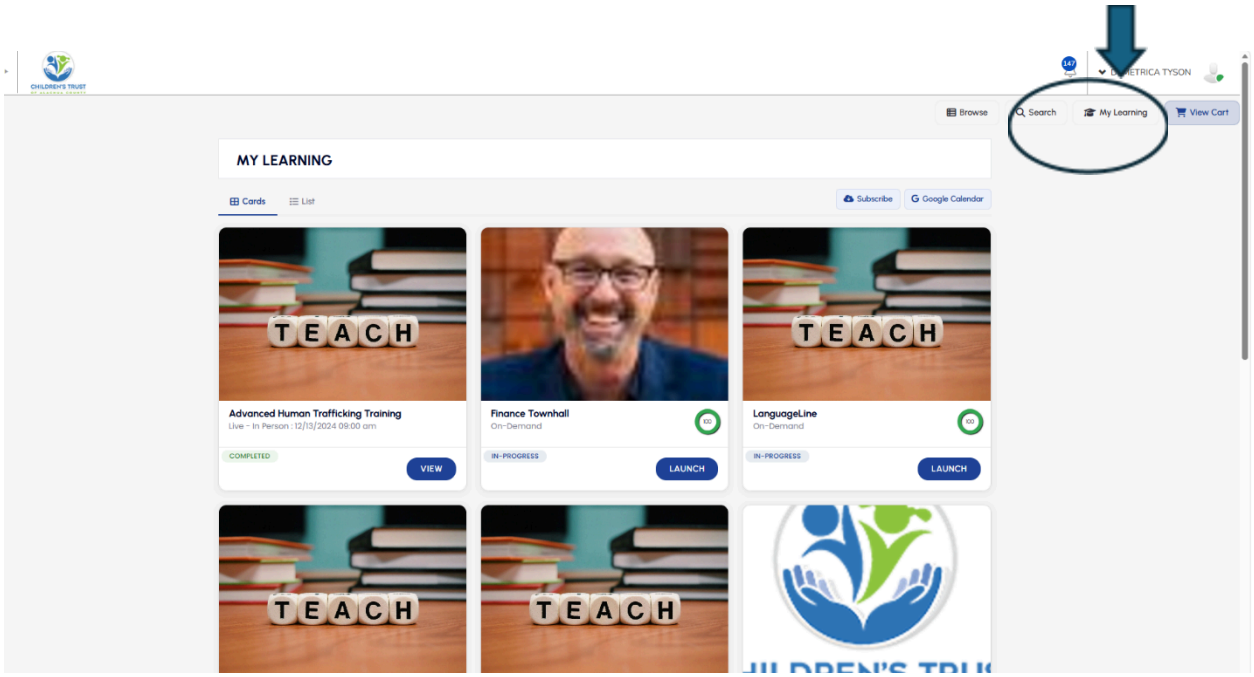
14. Enter information and **Continue to checkout**.



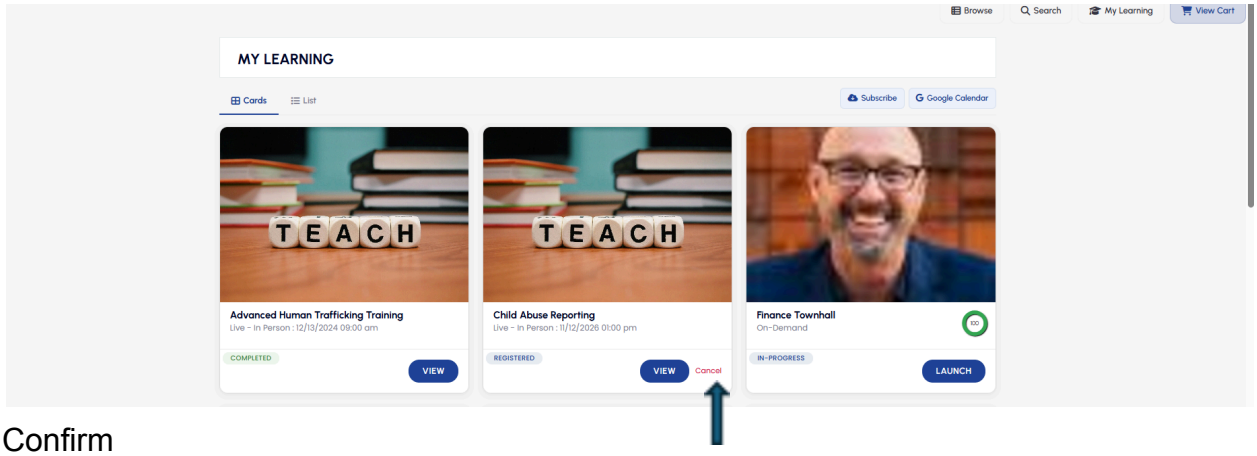
15. Confirmation.



16. To see courses, you have signed up for click **My Learning** in the top right corner.



17. To **Cancel** a course



18. Confirm

