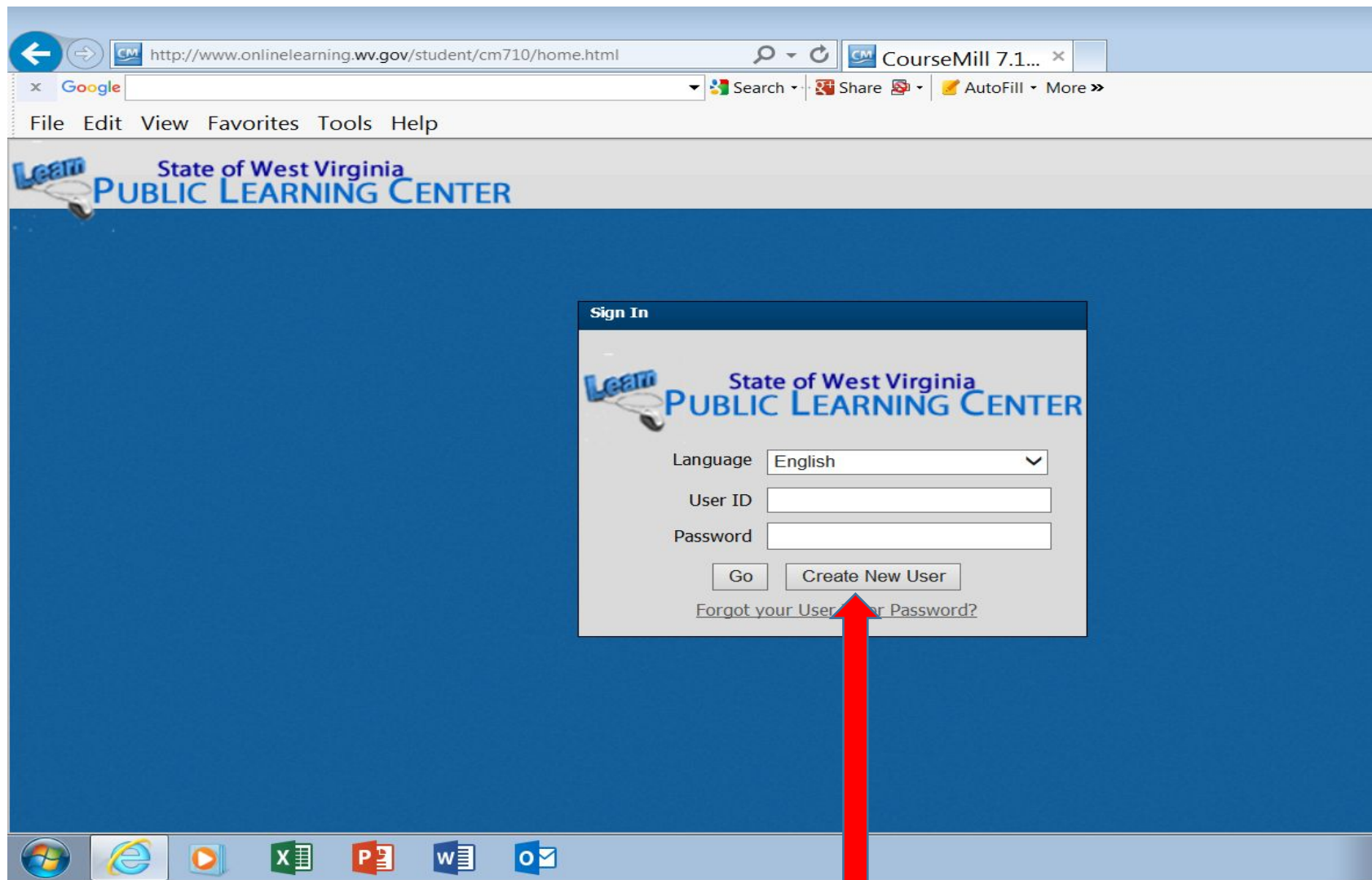


How to set up an online account in Coursemill 7.1.

The next few slides will show you how to create an online learning account.

After you read these instructions, please go to the following address to create your online learning account.

[**https://onlinelearning.wv.gov/student**](https://onlinelearning.wv.gov/student)



First Time Users Must Setup An Account

Click on Create New User –

DO NOT put in an ID or password

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.

Select TRAN – Highways M&S

Enter access code 9883.

Click the **Continue** button.

Select an Organization

Select an organization below and then optionally enter the access code if required.

* Organization
-Choose an Organization

* Access Code

Continue Close Help

The **(Create New User) User Profile** box appears. You may use any **USER ID** and **PASSWORD** that you choose. (Passwords must be a minimum of 8 characters, do not use Spaces)

Put this information in a safe place. You will use it each time you log into the system.

It is essential that you put in a valid email address.



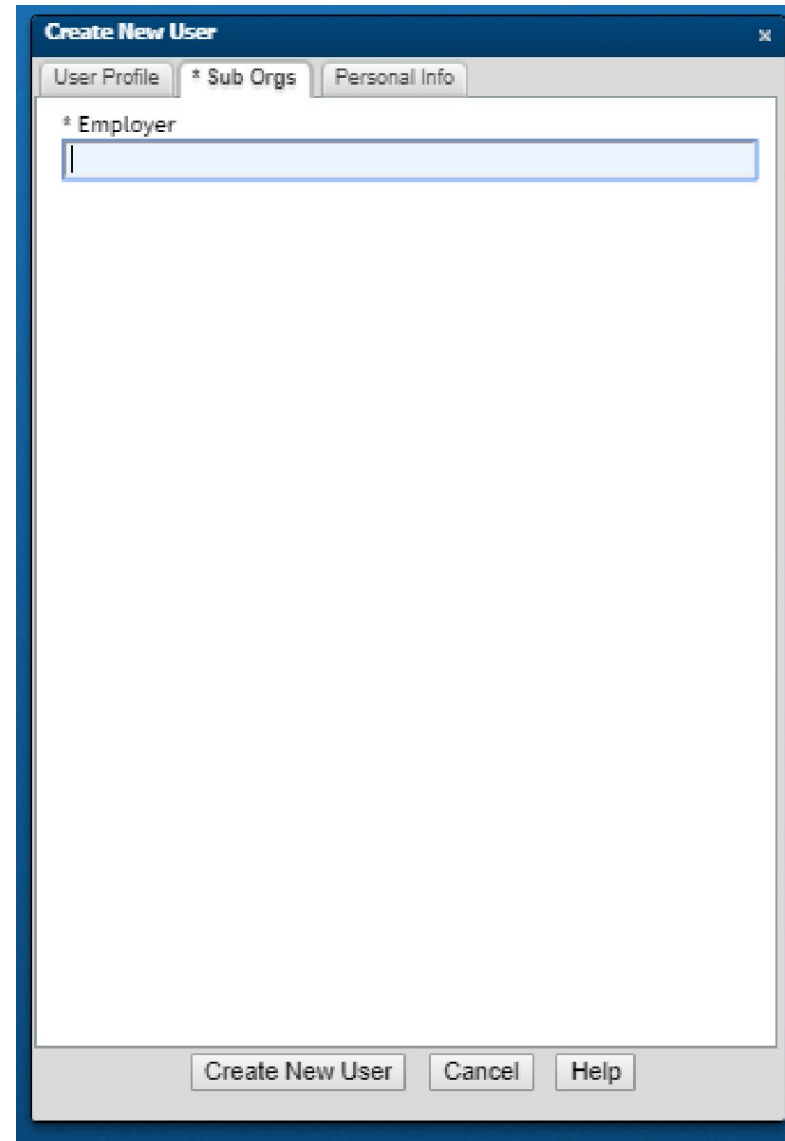
The screenshot shows a 'Create New User' dialog box with a 'User Profile' tab. The form contains the following fields and options:

- * Indicates a mandatory field**
- * User ID**: A text input field.
- * First Name**: A text input field.
- Middle Initial**: A text input field.
- * Last Name**: A text input field.
- Email**: A text input field.
- * Password**: A text input field.
- * Confirm Password**: A text input field.
- Address**: A text input field.
- City**: A text input field.
- State/Province**: A dropdown menu with '--' selected.
- Zip/Postal**: A text input field.
- Country**: A dropdown menu with '--' selected.
- Phone**: A text input field.
- Language Preference**: A dropdown menu with 'English' selected.
- WCAG Assistance**: A checkbox that is currently unchecked.

**In the Sub Orgs Tab Enter
your employer name.**

This is a mandatory field.

**Click the Create New User
Button.**



The image shows a software dialog box titled "Create New User". It has three tabs: "User Profile", "* Sub Orgs", and "Personal Info". The "* Sub Orgs" tab is selected. Inside the dialog, there is a text input field labeled "* Employer" with a blue border, indicating it is a mandatory field. At the bottom of the dialog, there are three buttons: "Create New User", "Cancel", and "Help".

A terms of agreement window will display. Click that you accept the terms of using the LMS. (Learning Management System)

You are now registered in the LMS and will be allowed to take test online as well as maintain your certification account.

After completing the registration log out of the system.

Email address is important

Your completed course certificates will be sent to the email address you enter into your profile page.



If you can't remember your user ID
or password email gaschoolscoordinator@wv.gov

to have it reset, or call 304-414-6624.

DO NOT CREATE ANOTHER ACCOUNT!